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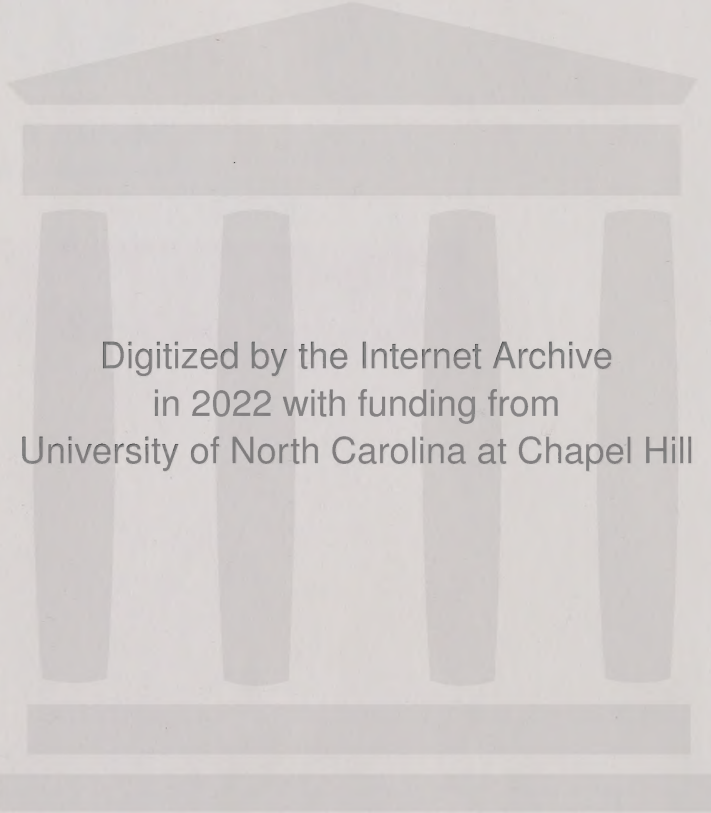
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General Catalog
1968-1970



CARTERET
TECHNICAL
INSTITUTE

 **Morehead City, N. C. 28557**

Today
A Technical Institute
Tomorrow
Your Community College

MEMBER OF

American Association of Junior Colleges
American Technical Education Association
North Carolina Department of Community Colleges
Student Services Personnel Association
The Association of Occupational Curriculum Directors and
Supervisors

ACCREDITED AND APPROVED BY

North Carolina State Board of Education
North Carolina Department of Community Colleges
North Carolina Department of Public Instruction
Division of Vocational Rehabilitation
Veterans Administration



CARTERET TECHNICAL INSTITUTE

General Catalog

1968 - 1970

Highway 70 West
MOREHEAD CITY, N. C. 28557
Post Office Box 550

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FOREWORD



Technical and vocational education is an essential part of man's continuous striving to better himself. In our changing world of the machine age, man is becoming more and more dependent on the technician to keep the machines serviced and maintained.

The State of North Carolina has taken steps to eliminate shortages in the labor force by establishing institutes to train and equip the labor force to meet the demands of any level of employment.

Among the aims and objectives of the Carteret County Technical Institute, is to provide technical training, with an emphasis on an upgrading program as well as special and supervisory training.

The Carteret County Technical Institute offers a wide variety of programs designed to meet the needs of all the people in our community.

The purpose of this catalogue is to provide general information on the courses offered by Carteret County Technical Institute. Anyone wishing additional information may obtain it by writing or calling the Institute.

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DON JOHNSON	<i>Custodian</i>
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RUTH SCOTT	<i>Business</i>
GRADY DAVIS	<i>Business</i>
GARY PLOUGH	<i>Marine Mechanics</i>
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QUENTIN LEWIS	<i>Mathematics</i>
RAYMOND RUDDER	<i>Welding</i>
RUTH MORRIS	<i>Licensed Practical Nursing</i>

CARTERET TECHNICAL INSTITUTE SCHOOL CALENDAR

1968 - 1969

FALL QUARTER

Sept. 10 & 11	Tuesday and Wednesday—Registration
Sept. 12	Thursday—Classes begin at 8:30 A.M.
Oct. 7	Tuesday—Last day to withdraw from a course without receiving an "F."
Nov. 27	Wednesday—Fall quarter ends.

WINTER QUARTER

Dec.	2 & 3	Monday and Tuesday—Registration
Dec.	4	Wednesday—Classes begin at 8:30 A.M.
Dec.	17	Tuesday—Christmas holidays begin at 3:15 P.M.
Jan.	2	Thursday—Classes resume at 8:30 A.M.
Jan.	10	Friday—Last day to withdraw from a course without receiving an "F."
Mar.	4	Tuesday—Winter quarter ends.

SPRING QUARTER

Mar.	10 & 11	Monday and Tuesday—Registration
Mar.	5	Wednesday—Classes begin at 8:30 A.M.
April	4	Friday—Last day to withdraw from a course without receiving an "F."
April	3	Thursday—Easter holidays begin at 3:15 P.M.
April	8	Tuesday—Classes resume at 8:30 A.M.
May	28	Wednesday—Spring quarter ends.

SUMMER QUARTER

June	2 & 3	Monday and Tuesday—Registration
June	4	Wednesday—Classes begin at 8:30 A.M.
June	27	Friday—Last day to withdraw from a course without receiving an "F."
July	4	Friday—Holiday
Aug.	20	Wednesday—Summer quarter ends.

1969 - 1970

FALL QUARTER

Sept.	8 & 9	Monday and Tuesday—Registration
Sept.	10	Wednesday—Classes begin at 8:30 A.M.
Oct.	3	Friday—Last day to withdraw from a course without receiving an "F"
Nov.	25	Wednesday—Fall quarter ends

WINTER QUARTER

Dec.	1 & 2	Monday and Tuesday—Registration
Dec.	3	Wednesday—Classes begin at 8:30 A.M.
Dec.	19	Friday—Christmas holidays begin at 3:15 P.M.
Jan.	5	Monday—Classes resume at 8:30 A.M.
Jan.	9	Friday—Last day to withdraw from a course without receiving an "F"
Mar.	3	Tuesday—Winter quarter ends

SPRING QUARTER

Mar.	9 & 10	Monday and Tuesday—Registration
Mar.	11	Wednesday—Classes begin at 8:30 A.M.
Mar.	27	Friday—Easter holidays begin
Mar.	31	Tuesday—Classes resume at 8:30 A.M.
April	8	Wednesday—Last day to withdraw from a course without receiving an "F"
May	27	Wednesday—Spring quarter ends

SUMMER QUARTER

June	1 & 2	Monday and Tuesday—Registration
June	3	Wednesday—Classes begin at 8:30 A.M.
July	1	Wednesday—Last day to withdraw from a course without receiving an "F"
July	3	Friday—Holiday
Aug.	19	Wednesday—Summer quarter ends

GENERAL INFORMATION

HISTORY

In 1963 the General Assembly approved a plan for the start of Industrial Education Centers in North Carolina. The State Board of Education approved the start of the Carteret Industrial Educational Center, a unit of the Wayne Technical Institute, which is a division of North Carolina Department of Community Colleges.

On January 1, 1968, Carteret Technical Institute ceased to be a unit of Wayne Technical Institute and is now administered directly under the State Board of Education as an independent institution, of the North Carolina Department of Community College system.

LOCATION AND FACILITIES OF INSTITUTE

The Carteret County Technical Institute is located in Morehead City, Carteret County, North Carolina. Morehead City is one of the two state ports in North Carolina and is quickly becoming the center of commerce and industry in the Northern tidewater area.

The school is housed in buildings formerly used as the Carteret Armory, less than one-half mile from the center of town on the banks of scenic Bogue Sound.

The Institute is equipped with the latest and most modern equipment. The entire facility is heated and where practical classrooms and laboratories are air-conditioned.

Counseling Service

The director and staff provides each student with an opportunity to use its counseling services. Any student may feel free to come to the director or any member of the faculty at any time a personal problem arises which would affect his program in school.

Food Services

Supplementary meals and light refreshments may be purchased at the Snack Bar.

Bookstore

Textbooks and other school supplies are sold at the school. All textbooks that are in use can be purchased in the book store.

FOR INFORMATION

Prospective students should address letters requesting the catalogue, brochures, and application blanks to: Carteret Technical Institute, Box 550, Morehead City, N. C.

CONDUCT AND STANDARDS

Carteret Technical Institute students are required to conduct themselves in a mature and responsible manner. The following rules apply to all students:

1. Each student is held responsible for information published through notices and announcements.

2. Students who negligently lose, damage, destroy, sell, or otherwise dispose of school property placed in their possession or entrusted to them will be charged for the full extent of the damage or loss and are subject to disciplinary action.
3. Under no conditions will alcoholic beverages or narcotics be permitted in or on the school property. No one under the influence of alcohol or narcotics will be allowed on school premises. Any violation of this regulation will result in expulsion from the Institute on the first offense.
4. Students who engage in such acts as stealing, gambling, profane language, personal combat, possession of firearms or dangerous weapons are liable to disciplinary action.
5. Smoking is prohibited in all classrooms, laboratories and shops at all times.
6. Students are expected to make use of disposal containers when discarding materials.
7. Students are expected to dress appropriately for all occasions.
8. Food and soft drinks are allowed only in designated areas.
9. Students are to enter the office on business only.
10. Students must remember that when entering and leaving the school parking areas that they must always proceed with caution.

EVENING AND EXTENSION CLASSES

GENERAL INFORMATION

Carteret Technical Institute offers a diversity of classes other than those offered in its regular curricula. The courses are taught at the Institute and in several communities. Individuals of post-high school age, regardless of their background training and experience, are welcomed and encouraged to participate in these classes.

In Evening and Extension classes, the Institute is able to offer the following:

- Cultural Activities
- Firemanship Instruction
- Law Enforcement Instruction
- Adult High School Education
- Technical Education
- Trade Education
- Industry Training
- Literacy Education

Many of these services are offered away from the Institute in various communities.

SCHEDULE

Most courses are offered one to two evenings per week from 7 to 10 p.m., Monday through Friday.

INSTRUCTIONAL MATERIALS FEE

The tuition for evening and extension courses ranges from \$3 to \$10 per course. Tuition is payable to the Institute on the first class meeting. The tuition does not include the cost of textbooks, manuals, special tools or other items if needed in a course.

REGISTRATION

Registration is conducted on the first night of class. Anyone registering after the first class at the Institute will register at the office. However, registration will be accepted anytime during the course.

CERTIFICATE OF ATTENDANCE

Upon successful completion of such a course, a student will be awarded a certificate of attendance from the Institute.

SERVICES

Student Center

The student lounge area is open Monday through Friday from 8 a.m. to 10 p.m. for the convenience of the students.

Library

The Institute Library is open from 8 a.m. to 10 p.m. every day, Monday through Friday.

CHANGES

The information in this catalog is subject to change.

ADMISSION

GENERAL QUALIFICATIONS

An applicant should be a high school graduate or be able to demonstrate experience and mental growth equivalent to that of a high school graduate. He must make an acceptable score on the tests that are given and also must show a genuine desire to excel in his chosen field. In addition, the people that are to participate in the practical nurses program are interviewed and selected according to character and personal appearance.

The applicants that are not prepared to enter the program of their choice can enroll in the Learning Laboratory and prepare themselves for their selected program.

If a person is physically handicapped, the administration will give special attention to determine whether his handicap will hinder his chances of enrolling in his chosen field.

REGISTRATION

Applicants seeking membership in Carteret Technical Institute who have been accepted for admission by the Director should present themselves to the school for matriculation on the date specified in the Announcements of the School. Any student who fails to present himself at the time specified for registration may be charged a delayed registration fee.

WHEN TO ENROLL

Students desiring to enter may enroll in the Fall, Winter, Spring, or Summer Quarters. These dates are listed under School Calendar in the front of this catalog.

DIPLOMA

A diploma is awarded a student who completes an Institute diploma program with a general average of "C" or better in his major field of study and has at least two quality points for each Quarter Hour of Credit earned in his total program.

TRANSCRIPTS

Students applying for admission must submit copies of their transcript along with their applications. A transcript from each institution previously attended must be forwarded to the Institute.

TRANSFER OF CREDITS

Quarter hours of credit earned at the Carteret Technical Institute can be transferred to any of the Institutions under the Department of Community Colleges in North Carolina. Grades transferred between Institutions of the Department of Community Colleges will be accepted as recorded. Transfer of credits to institutions other than North Carolina's System of Community Colleges will be determined by the institution to which the student wishes to transfer.

APPLICATIONS

Unless otherwise specified, admissions to all curricula are under the jurisdiction of the Director, from whose office application forms may be secured. Applications should be submitted to the business office in advance of the beginning date of the quarter in which the applicants desire to enroll.

PROVISIONAL STUDENTS

Students applying too late to take the required pre-entrance examinations may be given a brief test and if the results appear satisfactory, the applicant will be permitted to enter the Institute as a Provisional Student. A Provisional Student will be required to complete the Pre-entrance examination and submit all required transcripts as soon as possible. In other words, he is admitted in good standing, provided examination scores, transcript, and other information prove satisfactory.

SPECIAL STUDENTS

Those students with particular needs or problems will be given all possible assistance the Institute can render. Those students desiring to attend the Institute under this classification should set up an appointment with the Director. Individual programs of study will be worked out if both the Director's Office and the interested party feel that participation would prove beneficial. This program does not lead toward a degree or diploma.

DEGREE

On January 9, 1964, the North Carolina State Board of Education licensed the Board of Trustees of the Carteret Technical Institute to award the Associate of Applied Science Degree in those curriculums already approved by the State Board of Education and offered by the Institution. The Associate of Applied Science Degree is a two-year college degree. A degree is awarded to a student who completes an Institute degree program with a general average of "C" or better in his major field of study and who has at least two quality points for each Quarter Hour of Credit earned in his total program.

EXPENSES

TUITION:

Tuition per quarter is \$32.

Tuition for students taking less than 15 quarter hours of credit will be \$2.50 per quarter hour of credit.

Time payments may be arranged at the business office.

TEXTBOOKS:

Students are required to purchase their textbooks. For their convenience, the Institute maintains a bookstore in which books and other required items may be purchased by the student.

CREDIT FOR WORK COMPLETED:

No degree, diploma or certificate will be granted, or a transcript of credits furnished a student until all financial obligations to the Institute have been paid.

All expenses and accounts at the Institute must be fully paid before a student may re-enter at the beginning of any quarter.

FINANCIAL ASSISTANCE:

Carteret Technical Institute offers financial aid to students in the form of student employment for those who cannot otherwise meet tuition costs.

VETERANS AND WAR ORPHANS:

Carteret Technical Institute is an approved Veterans Administration Institution sanctioned to offer programs of study to eligible Veterans and War Orphans.

Eligible persons should contact their local Veterans Administration Office or Veterans Administration Regional Office.

ACADEMIC

QUARTER SYSTEM

The Carteret Technical Institute operates on the Quarter Plan. The Fall, Winter, Spring, and Summer Quarters are each approximately eleven weeks in length. The Institute is in session five days a week.

CREDIT

Quarter hours of credit are awarded as follows: one quarter hour credit for each hour per week of class work, one quarter hour of credit for each two hours per week of laboratory work, and one quarter hour for each three hours of shop practice per week.

Quarter hours of credit earned at the Carteret Technical Institute can be transferred to any of the institutions under the North Carolina Department of Community Colleges.

SCHOLARSHIP

A quality point system is used to calculate all student scholarship standings. The grades A, B, C, D, F, and I are used by this Institute; A is the highest grade given, D is the lowest passing

grade, and F is a failing grade. A grade of "I" must be removed during the next quarter the student is enrolled in the Institute or it becomes a failure automatically. If the student does not return to school the "I" must be removed within one year or it automatically becomes an "F". An "F" may not be removed by repeating the course.

EXPLANATION OF GRADES

A—Excellent, (93-100); B—good, (85-92); C—average, (78-84); D—barely passed, (70-77); F—failed, course must be repeated to secure credit; P—passed; I—conditional.

In terms of quality points, a grade of A earns 4 quality points per quarter hour; the grade B earns 3 quality points per quarter hour; and the grade C earns 2 quality points per quarter hour. The grade of D earns 1 quality point per quarter hour. After the close of each quarter, term reports of all students in all their studies are sent to parents or guardians.

HONOR ROLL

The Honor Roll is composed of students who make at least three (3) quality points per credit hour on all work taken with no grade below C.

DEAN'S LIST

The Dean's List is composed of students who are enrolled in a minimum of twelve (12) quarter hours of credit and have no grade below an A on all work taken.

ABSENCES

The Institute operates under the general principle that class attendance is necessary. The following criteria govern all class absences:

- A. One (1) excused absence given per quarter hour credit for each course taken.
(Example: 3 hour course—3 cuts per quarter)
- B. Absences over allowed maximum must be either relative to sickness or death in immediate family. If sickness, an excuse signed by a medical doctor must be presented within one (1) week to the Director.

***If the absences normally allowed for any course are used for indiscriminate reasons, absences incurred for sickness will not be excused. Students are advised to save their cuts for unforeseen reasons.

- C. One (1) quality point will be deducted for each unexcused absence beyond the allowed number of cuts.
- D. The seventy-five percent attendance requirement will remain in force for course credit.
- E. Absences incurred due to late registration or due to change in curriculum will count as cuts. If more class sessions are missed than allowable cuts given, they shall be recorded as overcuts.
- F. Special circumstances not covered in the criteria may be discussed with the Director.
- G. It is strongly emphasized that it is the responsibility of the student to clear anticipated needs to be away from class with his instructor as to whether work missed will be made up.

REQUIREMENTS FOR GRADUATION

A student must have a general grade average of C or better in his field of study and must have at least two (2) quality points for each quarter hour of credit earned in his total program in order to graduate and receive a diploma or degree. Presence at graduation exercises is a requirement for prospective diploma or degree recipients except when permission for absentia has been granted by the Director. A written request for such a permission must be made at least ten (10) days before commencement.

WITHDRAWALS

Students desiring to leave the Institute during the quarter must withdraw officially through the office. This can be done with an official withdrawal slip obtained from the Director. There is no penalty if a student withdraws prior to the date specified in the Institute Calendar as the last date for withdrawals without failure. Failures are recorded on all courses for students who withdraw after that date. However, if a student withdraws after the deadline with the approval of a physician, a grade of WP or WF will be recorded on each course. Students who withdraw without following the above procedures will receive failing grades on all courses for which they are registered.

CREDITS FOR PREVIOUS TRAINING

Educational work completed by the student in other accredited schools may, where applicable, be accredited toward the requirements of an Institute Diploma or Degree Program. Students must file transcripts of all previous work. A minimum of two quarters of residence is required for graduation.

PROGRESS AND COURSE SELECTION

No student will be permitted to major in more than one curriculum at a time.

An evaluation of the progress of the student will be made each quarter; and if work is found to be unsatisfactory, the student will be called in for counseling. After consultation, another quarter for improvement may be granted; or the student may be advised to change to a course more agreeable to his ability and background.

Any student who desires to change his program of studies should discuss it with the Department Chairman and with the Director.

ACCREDITATION

Carteret Technical Institute is accredited and approved by the Department of Community Colleges and North Carolina State Board of Education.

REGISTRATION

All students are required to register at the beginning of each quarter they are in attendance.



LEARNING LABORATORY

Under the supervision of a trained coordinator, a programmed Learning Laboratory is available for those persons desiring to improve their present educational level. This facility is equipped with modern teaching machines, texts, and programmed materials.

The individual differences of the student are considered by allowing each to progress according to his ability, time, and motivation. Upon completion of each level and the attainment of successful results, the student is allowed to progress to a higher level of study.

There are three levels of study in adult education: Elementary, Intermediate, and Secondary. This will allow the student ample opportunity for the enrichment of his education and possibly the earning of a high school equivalency certificate.

The utilization of the Learning Laboratory can possibly lead to job advancement with higher wages, new fields of endeavor, and personal satisfaction of self-improvement.

The opportunity exists for anyone to earn a high school equivalency certificate. A person undertaking this program will first be given diagnostic tests to determine the level where the individual

will begin. After entering a program, the person may study the program as his time and ability allows.

Upon completion of the prescribed courses of study and successfully passing an examination, the applicant is then qualified to apply for a high school equivalency certificate.



BASIC ADULT EDUCATION

This program is set up in order that adults may take courses in basic education such as reading, writing, arithmetic, and language.



GENERAL ADULT EDUCATION

Under this program, the Institute may offer short courses on any level to assist adults in meeting their educational needs and the development of their cultural, intellectual and social tastes.

Within this program, interested persons may have the opportunity for job advancement, or they may start hobbies that will give them a great personal satisfaction.

Some of the courses that are offered are:

Knitting

Millinery

Cake Decorating

Tailoring

Oil Painting

Needlecraft

Music and Fine Arts

Theatre Workshop



TRADE PROGRAM

The Trade Program is primarily set up to assist employed adults to improve themselves in their occupational field through upgrading and updating programs.

When enough students request a course, it is set up and run as long as the need exists.

The classes are usually held twice a week at night at the Institute from 7 to 10 p.m. Sometimes classes are offered in surrounding communities through the Institute's extension service. Some of the classes that have been offered are as follows:

Outboard Engines

Welding

Electrical Contracting Code

Electronics

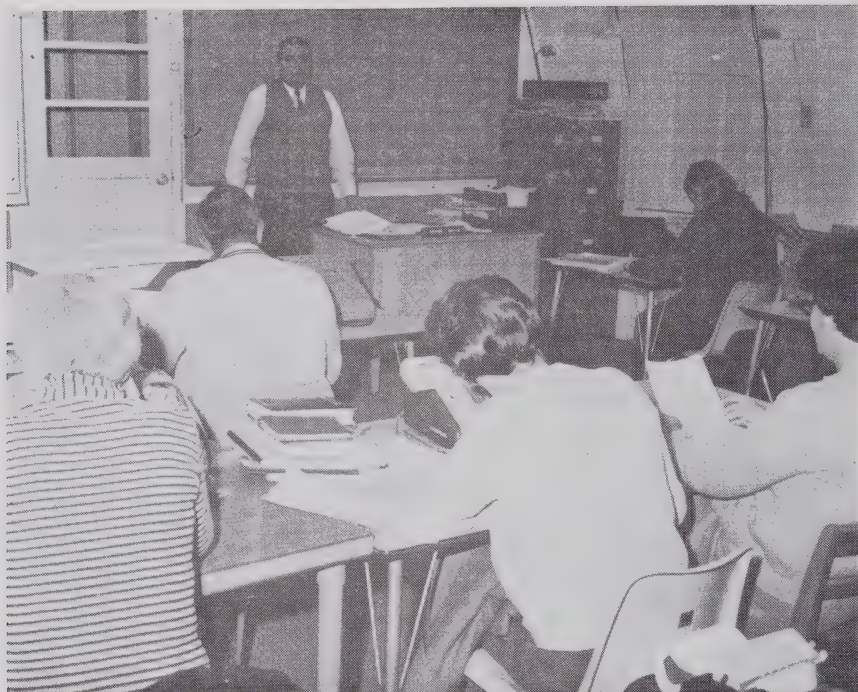
Bricklaying

Business Education

Navigation

Diesel Mechanics

Net Making and Mending



BUSINESS ADMINISTRATION

PURPOSE OF CURRICULUM

In North Carolina the opportunities in business are especially bright. The population of the State is becoming increasingly urban and much more differentiating in its demands for goods and services. With the increasing industrial development in this state, it becomes essential to market our products more effectively. In many instances business has become increasingly competitive, much more highly organized and automated. This situation limits the better opportunities beyond the high school level.

JOB DESCRIPTION

The graduate of the Business Administration program may enter Distribution and Marketing in a variety of career opportunities from beginning salesperson or office clerk to owner and manager in many areas such as advertising; hotel, tourist and travel industry; insurance; selling—retail, wholesale, industrial and specialty; banking; credit; finance; transportation; and communications.

BUSINESS ADMINISTRATION

FIRST QUARTER

			Quarter Hours Credit
T-ENG	101	Grammar	3
T-BUS	102	Typewriting	3
T-MAT	110	Business Mathematics	5
T-BUS	101	Introduction to Business	5
T-ECO	102	Economics	3

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SECOND QUARTER

T-ENG	102	Composition	3
T-BUS	120	Accounting	6
T-ECO	104	Economics	3
T-BUS	115	Business Law	3
T-BUS	123	Business Finance	3
			18

THIRD QUARTER

T-ENG	103	Report Writing	3
T-BUS	124	Business Finance	3
T-BUS	110	Office Machines	3
T-BUS	121	Accounting	6
T-BUS	116	Business Law	3
			18

FOURTH QUARTER

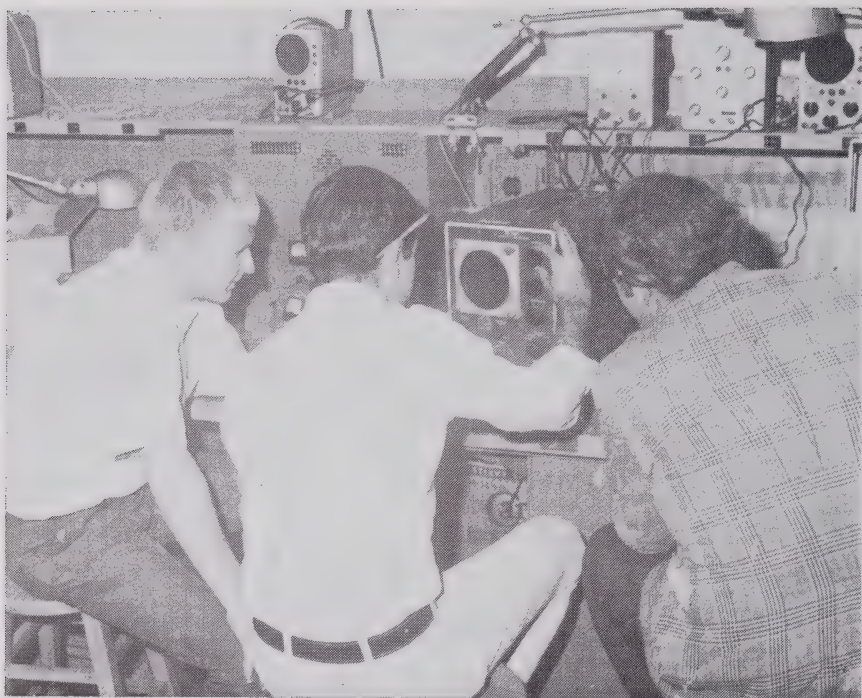
T-ENG	204	Oral Communication	3
T-BUS	232	Sales Development	3
T-EDP	104	Intro. to Data Processing Systems	4
T-BUS	239	Marketing	5
		Elective	3
			18

FIFTH QUARTER

T-ENG	206	Business Communication	3
		Social Science Elective	3
T-BUS	243	Advertising	4
T-BUS	235	Business Management	3
		Elective	3
			16

SIXTH QUARTER

		Social Science Elective	3
T-BUS	229	Taxes	4
T-BUS	272	Principles of Supervision	3
T-BUS	271	Office Management	3
		Elective	6
			19



ELECTRONICS ENGINEERING TECHNOLOGY

PURPOSE OF CURRICULUM

The field of electronics has developed at a rapid pace since the turn of the century. Developments in the field of electronic controls and the demands for new products in the consumer market have revolutionized the industry.

Many opportunities exist for men and women with a technical education. This curriculum provides a basic background in electronic theory and practical applications of electronics for business and industry. Graduates are capable of handling a variety of positions that involve the operation, design, research, testing and sale of electronic equipment.

JOB DESCRIPTION

Sample job titles are: Communications Systems Engineer, Customer Service Engineer, Electronic Field Engineer, Junior Engineer, Technical Aide, Engineering Aide, Technical Sales Representative, Computer Technician, Technical Writer.

The courses in this curriculum are not designed for transfer to a senior college or university, but may be acceptable in some engineering schools.

ELECTRONICS TECHNOLOGY

Quarter
Hours
Credit

FIRST QUARTER

T-ENG	101	Grammar	3
T-MAT	101	Technical Mathematics	5
T-PHY	101	Physics: Properties of Matter	4
T-DFT	101	Technical Drafting	2
T-ELC	101	Fundamentals of Electricity	6
			20

SECOND QUARTER

T-ENG	102	Composition	3
T-MAT	102	Technical Mathematics	5
T-PHY	102	Physics: Work, Energy, Power	4
T-DFT	102	Technical Drafting	2
T-ELC	102	Fundamentals of Electricity	6
			20

THIRD QUARTER

T-ENG	103	Report Writing	3
T-MAT	103	Technical Mathematics	5
T-ELN	101	Electronic Instruments and Measurements	3
T-ELN	105	Control Devices	7
			18

FOURTH QUARTER

T-ENG	204	Oral Communication	3
T-MAT	201	Technical Mathematics	5
T-PHY	104	Physics: Light and Sound	4
T-ELN	205	Applications of Vacuum Tubes and Transistors	7
			19

FIFTH QUARTER

		Social Science Elective	3
T-ELN	210	Semiconductor Circuit Analysis	6
T-ELN	214	Wave Shaping and Pulse Circuits	3
		Elective*	3
			15

SIXTH QUARTER

		Social Science Elective	3
T-ELN	215	Wave Shaping and Pulse Circuits	3
T-ELN	220	Electronic Systems	7
		Elective*	3
			16



EXECUTIVE-SECRETARIAL

PURPOSE OF CURRICULUM

The Executive Secretary curriculum is designed to offer the students the necessary secretarial skills in typing, dictation, transcription, and terminology for employment in the business world. The special training in secretarial subjects is supplemented by related courses in mathematics, accounting, business law and personality development. During the last quarter, the student engages in six hours of office application each week in a business office.

JOB DESCRIPTION

The graduate of the Executive Secretary Curriculum should have a knowledge of business terminology, skill in dictation and accurate transcription of business letters and reports. The graduate may be employed as a stenographer or a secretary. Stenographers are primarily responsible for taking dictation and transcribing letters, memoranda, or reports. The secretary, in addition to taking dictation and transcribing, is given more responsibility in connection with meeting office callers, screening telephone calls, and being an assistant to an executive. She may enter a secretarial position in a variety of offices in business such as insurance companies, banks, marketing institutions, and financial firms.

EXECUTIVE-SECRETARIAL

Quarter
Hours
Credit

FIRST QUARTER

T-ENG	101	Grammar	3
T-BUS	102	Typewriting (Or Elective)	3
T-BUS	110	Business Mathematics	5
T-BUS	101	Introduction to Business	5
T-BUS	106	Shorthand	4
			20

SECOND QUARTER

T-ENG	102	Composition	3
T-BUS	103	Typewriting	3
T-BUS	107	Shorthand	4
T-BUS	120	Accounting	6
T-BUS	115	Business Law	3
			19

THIRD QUARTER

T-ENG	103	Report Writing	3
T-BUS	104	Typewriting	3
T-BUS	108	Shorthand	4
T-BUS	110	Office Machines	3
T-BUS	112	Filing	3
			16

FOURTH QUARTER

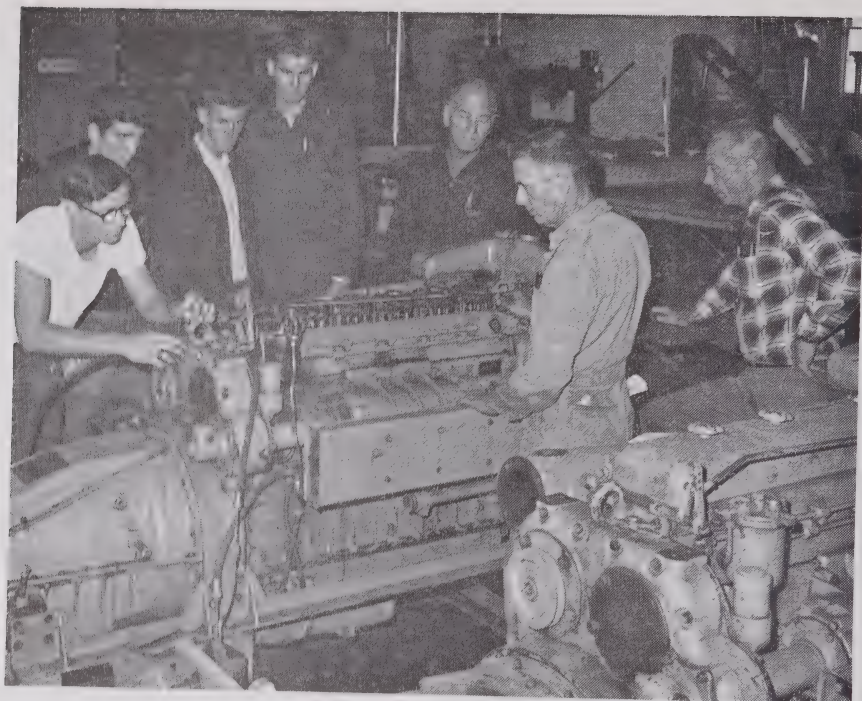
T-ENG	204	Oral Communication	3
T-BUS	206-E	Dictation and Transcription	4
T-BUS	205	Advanced Typewriting	3
T-BUS	211	Office Machines	3
T-EDP	104	Introduction to Data Processing Systems	4
			17

FIFTH QUARTER

T-ENG	206	Business Communication	3
T-BUS	207-E	Dictation and Transcription	4
T-BUS	214	Secretarial Procedures	4
		Social Science Elective	3
		Elective	6
			20

SIXTH QUARTER

		Social Science Elective	3
T-BUS	208-E	Dictation and Transcription	4
T-BUS	271	Office Management	3
		Elective	6
			16



MARINE MECHANICS

PURPOSE OF CURRICULUM

Marine Mechanics are in demand along the coastal waterways of North Carolina and other states where fishing and water recreation industries exist. This is a rapidly growing industry in many areas of the country. Single boat operations to large fleets exist for sport and commercial fishing and various recreational activities. These boats use propulsion systems ranging from one cylinder motors to large diesel units. These units require trained and skilled mechanics to maintain and service them for proper operation.

This program provides training for individuals interested in becoming mechanics to service and maintain the propulsion system for boats and various types of marine equipment. Manual skills in servicing marine equipment are developed in practical shop work. A thorough understanding of the operation principles of this equipment is provided through classroom instruction, laboratory experiments, group discussions and shop practice.

JOB DESCRIPTION

Marine engine mechanics maintain and repair mechanical, electrical, hydraulic, and pneumatic equipment used on boats and in industrial applications. Mechanics inspect and test to determine the causes of faulty operation; repair or replace defective parts to restore the machine or unit to proper operating condition; use shop manuals, manufacturers' maintenance manuals, and other technical publications.

Marine engine mechanics in smaller shops or self-employed persons usually are general mechanics qualified to perform a variety of repair jobs. A large number of marine engine mechanics specialize in particular type of repair work. For example, some may specialize in repairing only electrical equipment, or injection servicing. Others specialize in clutches and power train equipment. Usually such specialists have an all-round knowledge of marine engine operation and may occasionally be called upon to do other types of work.

MARINE MECHANICS

			Quarter Hours Credit
FIRST QUARTER			
PME	1101	Internal Combustion Engines	7
MAT	1101	Fundamentals of Math	5
ENG	1101	Reading Improvement	2
PHY	1101	Applied Science	4
			18

SECOND QUARTER

PME	1102	Engine Electrical and Fuel Systems	9
DFT	1101	Blueprint Reading	1
ENG	1102	Communicative Skills	3
PHY	1102	Applied Science	4
			17

THIRD QUARTER

PME	1127	Marine Engine Servicing	7
PSY	1101	Human Relations	3
WLD	1101	Basic Gas Welding	1
PME	1128	Marine Power Train Systems	4
			15

FOURTH QUARTER

PME	1129	Marine Auxiliary Equipment	6
PME	1131	Marine Propulsion System Servicing	6
BUS	1103	Management Procedures	3
			15



PRACTICAL NURSING

PURPOSE OF CURRICULUM

The accelerated growth of population in North Carolina and rapid advancement in medical technology demand an increased number of well-trained personnel for health services. Realizing this need, the North Carolina Department of Community Colleges, in conjunction with local hospitals, administers programs of practical nurse education throughout the state.

The aim of the Practical Nurse Education Program is to prepare qualified persons for participation in care of patients of all ages, in various states of dependency, and with a variety of illness conditions.

Students are selected on the basis of demonstrated aptitude for nursing, as determined by pre-entrance tests, interviews with faculty members, high school record, character references and reports of medical and dental examinations.

Throughout the one-year program the student is expected to continuously acquire knowledge and understandings related to nursing and the biological and social sciences and to develop skills related to nursing practice, communications, inter-personal relations, and use of good judgment. Evaluation of student performance consists of tests on all phases of course content, evaluation of clinical performance, and evaluation of adjustment to the responsibilities of nursing. A passing score is required on all graded work, plus demonstrated progress in application of nursing skills to actual patient care.

Graduates of accredited programs of practical nurse education are eligible to take the licensing examinations given by the North Carolina Board of Nursing. This examination is given twice each year, usually in April and September. A passing score entitles the individual to receive a license and

to use a legal title "Licensed Practical Nurse." The license must be renewed annually. The Licensed Practical Nurse can apply for licensure in other states on the basis of a satisfactory examination score, without repeating the examination.

JOB DESCRIPTION

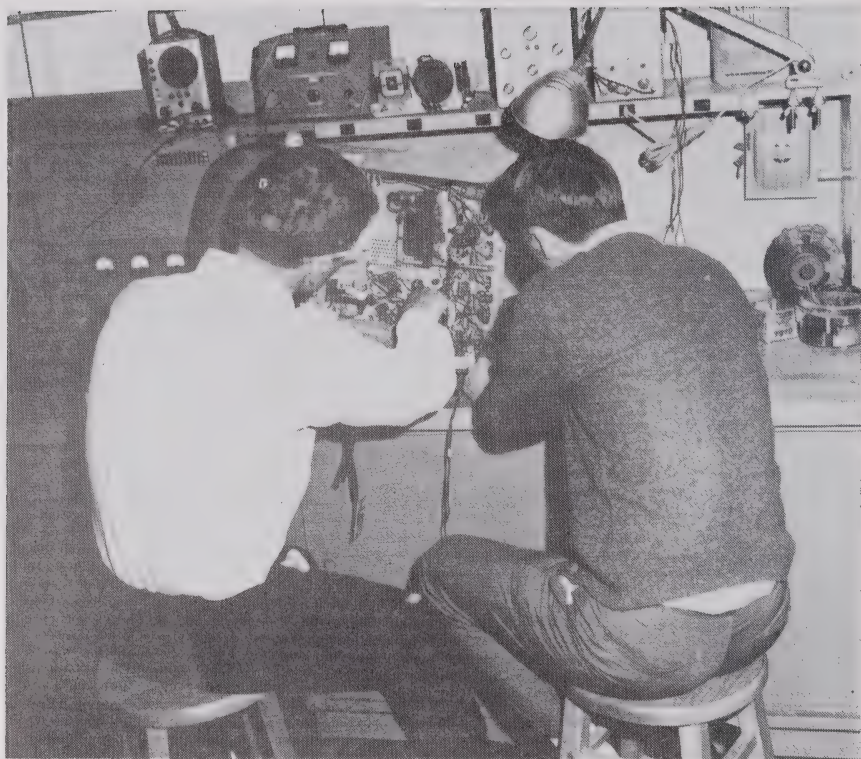
The LPN is prepared to function in a variety of situations: hospitals of all types, nursing homes, clinics, doctors' and dentists' offices and, in some localities, public health facilities. In all situations the LPN functions under supervision of a registered nurse and/or licensed physician. This supervision may be minimal in situations where the patient's condition is stable and not complex; or it may consist of continuous direction in situations requiring the knowledge and skills of the registered nurse or physician. In the latter situation, the LPN may function in an assisting role in order to avoid assuming responsibility beyond that for which the one-year program can prepare the individual.

Job requirements for the Licensed Practical Nurse include suitable personal characteristics, ability to adapt knowledge and understandings of nursing principles to a variety of situations, technical skills for performance of bedside nursing, appreciation for differences of people and for the worth of every individual, a desire to serve and help others, and readiness to conform to the requirements of nursing ethics and hospital policies.

PRACTICAL NURSING

COURSE TITLE

		Contact Hours Per Quarter
FIRST QUARTER		
NUR 1001	Practical Nursing I	330
SECOND QUARTER		
NUR 1002	Practical Nursing II	396
THIRD QUARTER		
NUR 1003	Practical Nursing III	396
FOURTH QUARTER		
NUR 1004	Practical Nursing IV	396
Total		1518



RADIO AND TELEVISION SERVICING

PURPOSE OF CURRICULUM

Within recent years improved electronic techniques have provided expanded entertainment and educational facilities in the form of monochrome and color television, frequency modulated radio, high fidelity amplifiers and stereophonic sound equipment. These developments require expanded knowledge and skill of the individual who would qualify as a competent and up-to-date serviceman.

This curriculum guide provides a training program which will provide the basic knowledge and skills involved in the installation, maintenance and servicing of radio, television and sound amplifier system. A large portion of time is spent in the laboratory verifying electronic principles and developing servicing techniques.

JOB DESCRIPTION

A radio and television serviceman may be required to install, maintain and service amplitude modulated and frequency modulated home and auto radios, transistorized radios, monochrome and color television sets, intercommunication, public address and paging systems, high fidelity and stereophonic amplifiers, record players and tape recorders.

His work will require meeting the public both in the repair shop and on service calls. A serviceman who establishes his own business will also need to know how to maintain business records and inventory.

RADIO AND TELEVISION SERVICING

			Quarter Hours Credit
FIRST QUARTER			
MAT	1115	Electrical Mathematics	5
ENG	1101	Reading Improvement	2
ELC	1112	Direct & Alternating Current	10
			17

SECOND QUARTER

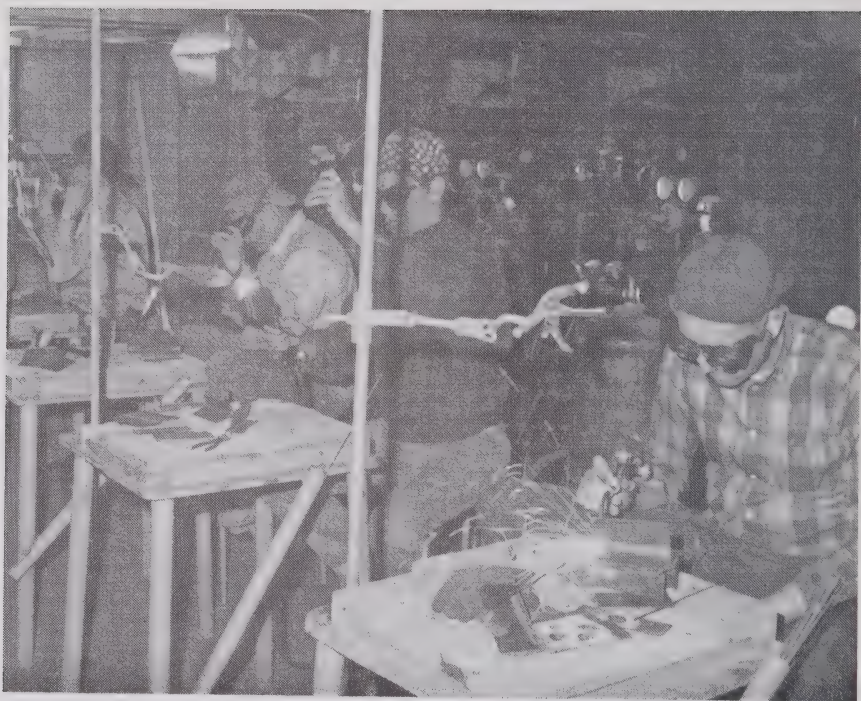
MAT	1116	Electrical Mathematics	5
ENG	1102	Communication Skills	3
ELN	1122	Vacuum Tubes & Circuits	8
ELN	1123	Amplifier Systems	4
			20

THIRD QUARTER

ELN	1125	Radio Receiver Servicing	4
ELN	1126	Transistor Theory & Circuits	9
PSY	1101	Human Relations	3
			16

FOURTH QUARTER

ELN	1127	Television Receiver Circuits & Servicing	15
BUS	1103	Small Business Operations	3
			18



WELDING

PURPOSE OF CURRICULUM

This curriculum was developed to fill the tremendous need for welders in North Carolina. The recently completed Manpower Survey shows quite clearly that many welders will be needed annually to fill present and projected vacancies in the State.

The content of this curriculum is designed to give students sound understandings of the principles, methods, techniques and skills essential for successful employment in the welding field and metals industry.

The field of welding offers a person prestige, security and a future of continuous employment with steady advancement. It offers employment in practically any industry: shipbuilding, automotive, aircraft, guided missiles, railroads, construction, pipe fitting, radio and many others.

JOB DESCRIPTION

Welders join metals by applying intense heat, and sometimes pressure, to melt the edges to form a permanent bond. Closely related to welding is "oxygen cutting." Of the more than 35 different ways of welding metals, arc, gas, and resistance welding are the three most important.

The principle duty of the welder using manual techniques is to control the melting by direct heat, from electric arc or gas welding torch, and to add filler metal where necessary to complete the joint. He should possess a great deal of manipulative skill with a knowledge of jigs, welding symbols, mathematics, basic metallurgy and blueprint reading.

WELDING

			Quarter Hours Credit
FIRST QUARTER			
MAT	1101	Fundamentals of Mathematics	5
PHY	1101	Applied Science	4
ENG	1101	Reading Improvement	2
DFT	1104	Blueprint Reading: Mechanical	1
WLD	1120	Oxyacetylene Welding and Cutting	7
			19

SECOND QUARTER

ENG	1102	Communication Skills	3
MAT	1103	Geometry	3
DFT	1117	Blueprint Reading: Welding	1
PHY	1102	Applied Science	4
WLD	1121	Arc Welding	7
			18

THIRD QUARTER

WLD	1112	Mechanical Testing & Inspection	2
PSY	1101	Human Relations	3
WLD	1123	Inert Gas Welding	2
WLD	1124	Pipe Welding	7
DFT	1118	Pattern Development & Sketching	1
			15

FOURTH QUARTER

WLD	1122	Commercial & Industrial Practices	6
WLD	1125	Certification Practices	5
MEC	1112	Machine Shop Processes	2
BUS	1105	Industrial Organization	3
			16

**DESCRIPTION
OF
COURSES**

BUSINESS

**Quarter
Hours Credit**

T-BUS 101	Introduction to Business	5
	A survey of the business world with particular attention devoted to the structure of the various types of business organization, methods of financing, internal organization, and management. Prerequisite: None.	
T-BUS 102	Typewriting	3
	Introduction to the touch typewriting system with emphasis on correct techniques, mastery of the keyboard, simple business correspondence, tabulation, and manuscripts. Prerequisites: None.	
T-BUS 103	Typewriting	3
	Instruction emphasizes the development of speed and accuracy with further mastery of correct typewriting techniques. These skills and techniques are applied in tabulation, manuscript, correspondence, and business forms. Prerequisite: T-BUS 102 or equivalent. Speed requirement, 30 words per minute for five minutes.	
T-BUS 104	Typewriting	3
	Emphasis on production typing problems and speed building. Attention to the development of the student's ability to function as an expert typist, producing mailable copies. The production units are tabulation, manuscript, correspondence, and business forms. Prerequisite: T-BUS 103 or equivalent. Speed requirement, 40 words per minute for five minutes.	
T-BUS 106	Shorthand	4
	A beginning course in the theory and practice of reading and writing shorthand. Emphasis on phonetics, penmanship, word families, brief forms, and phrases. Prerequisite: None.	
T-BUS 107	Shorthand	4
	Continued study of theory with greater emphasis on dictation and elementary transcription. Prerequisite: T-BUS 106 or the equivalent.	
T-BUS 108	Shorthand	4
	Theory and speed building. Introduction to office style dictation. Emphasis on development of speed in dictation and accuracy in transcription. Prerequisite: T-BUS 107.	

T-BUS 110	Office Machines	3
	A general survey of the business and office machines. Students will receive training in techniques, processes, operation and application of the ten-key adding machines, full keyboard adding machines, and calculator. Prerequisite: None.	
T-BUS 112	Filing	3
	Fundamentals of indexing and filing, combining theory and practice by the use of miniature letters, filing boxes and guides. Alphabetic Triple Check, Automatic, Geographic, Subject, Soundex and Dewey Decimal filing. Prerequisite: None.	
T-BUS 115	Business Law	3
	A general course designed to acquaint the student with certain fundamentals and principles of business law, including contracts, negotiable instruments, and agencies. Prerequisite: None.	
T-BUS 116	Business Law	3
	Includes the study of laws pertaining to bailments, sales, risk-bearing, partnership-corporation, mortgages, and property rights. Prerequisite: T-BUS 115.	
T-BUS 120	Accounting	6
	Principles, techniques and tools of accounting, for understanding of the mechanics of accounting. Collecting, summarizing, analyzing, and reporting information about service and mercantile enterprises, to include practical application of the principles learned. Prerequisite: T-MAT 110	
T-BUS 121	Accounting	6
	Partnership and corporation accounting including a study of payrolls, federal and state taxes. Emphasis is placed on the recording, summarizing and interpreting data for Management control rather than on bookkeeping skills. Accounting services are shown as they contribute to the recognition and solution of management problems. Prerequisite: T-BUS 120.	
T-BUS 123	Business Finance	3
	Financing of business units, as individuals, partnerships, corporations, and trusts. A detailed study is made of short-term, long-term, and consumer financing. Prerequisite: None.	

T-BUS 124	Business Finance	3
	Financing, federal, state, and local government and the ensuing effects upon the economy. Factors affecting supply of funds, monetary and credit policies. Prerequisite: T-BUS 123.	
T-BUS 205	Advanced Typewriting	3
	Emphasis is placed on the development of individual production rates. The student learns the techniques needed in planning and in typing projects that closely approximate the work appropriate to the field of study. These projects include review of letter forms, methods of duplication, statistical tabulation, and the typing of reports, manuscripts and legal documents. Prerequisite: T-BUS 104. Speed requirement, 50 words per minute for five minutes.	
T-BUS 206E	Dictation and Transcription	4
	Develops the skill of taking dictation and of transcribing at the typewriter materials appropriate to the course of study, which includes a review of the theory and the dictation of familiar and unfamiliar material at varying rates of speed. Minimum dictation rate of 100 words per minute required for five minutes on new material. Prerequisite: T-BUS 108.	
T-BUS 207E	Dictation and Transcription	4
	Covering materials appropriate to the course of study, the student develops the accuracy, speed, and vocabulary that will enable her to meet the stenographic requirements of business and professional offices. Minimum dictation rate of 110 words per minute required for five minutes on new material. Prerequisite: T-BUS 206.	
T-BUS 208E	Dictation and Transcription	4
	Principally a speed building course, covering materials appropriate to the course of study, with emphasis on speed as well as accuracy. Minimum dictation rate of 120 words per minute required for five minutes on new material. Prerequisite: T-BUS 207.	
T-BUS 211	Office Machines	3
	Instructions in the operation of the bookkeeping-accounting machines, duplicating equipment, and the dictating and transcribing machines. Prerequisite: T-BUS 110.	
T-BUS 214	Secretarial Procedures	4
	Designed to acquaint the student with responsibilities encountered by a secretary during the work day. These include the following: receptionist duties, handling the mail, telegrams, office records, purchasing of supplies, office organization, and insurance claims. Prerequisite: None.	

T-BUS 215E	Office Application	6
	During the sixth quarter only, students are assigned to work in a business, technical, or professional office for six hours per week. The objective is to provide actual work experience for secretarial students and an opportunity for the practical application of skills and knowledge previously learned, according to the course of study. Prerequisites: T-BUS 214, T-BUS 205, T-BUS 208, T-BUS 211.	
T-BUS 215M	Office Application	6
	During the sixth quarter only, students are assigned to work in a business, technical, or professional office for work experience for secretarial students and an opportunity for the practical application of skills and knowledge previously learned, according to the course of study. Prerequisites: T-BUS 214, T-BUS 205, T-BUS 208, T-BUS 211.	
T-BUS 219	Credit Procedures and Problems	3
	Principles and practices in the extension of credit; collection procedures; laws pertaining to credit extension and collection are included. Prerequisite: T-BUS 120.	
T-BUS 229	Taxes	4
	Application of federal and state taxes to various businesses and business conditions. A study of the following taxes: income, payroll, intangible, capital gain, sales and use, excise, and inheritance. Prerequisite: T-BUS 121.	
T-BUS 232	Sales Development	3
	A study of retail, wholesale and specialty selling. Emphasis is placed upon mastering and applying the fundamentals of selling. Preparation for and execution of sales demonstrations required. Prerequisite: None.	
T-BUS 235	Business Management	3
	Principles of business management including overview of major functions of management, such as planning, staffing, controlling, directing, and financing. Clarification of the decision-making function versus the operating function. Role of management in business—qualifications and requirements.	
T-BUS 239	Marketing	5
	A general survey of the field of marketing, with a detailed study of the functions, policies, and institutions involved in the marketing process. Prerequisite: None.	

The role of advertising in a free economy and its place in the media of mass communications. A study of advertising appeals; product and market research; selection of media; means of testing effectiveness of advertising. Theory and practice of writing advertising copy for various media.

Prerequisite: None.

Presents the fundamental principles of office management. Emphasis on the role of office management including its functions, office automation, planning, controlling, organizing and actuating office problems.

Prerequisite: None.

Introduces the basic responsibilities and duties of the supervisor and his relationship to superiors, subordinates, and associates. Emphasis on securing an effective work force and the role of the supervisor. Methods of supervision are stressed.

Prerequisite: None.

Methods, techniques, and practices of modern management in planning, organizing and controlling operations of a manufacturing concern. Introduction to the competitive system and the factors constituting product cost.

DATA PROCESSING

Quarter
Hours Credit

A study of the fundamental concepts and operational principles of data processing system. They are presented as an aid in developing a basic knowledge of computers as a prerequisite to the detail study of a particular system. This course also provides a general knowledge of computing systems and is prerequisite for all programming courses.

Prerequisite: None.

DRAFTING—MECHANICAL

		Quarter Hours Credit
DFT 1101	Schematics and Diagrams: Power Mechanics	1
	Interpretation and reading of schematics and diagrams. Development of ability to read and interpret blueprints, charts, instruction and service manuals, and wiring diagrams. Information on the basic principles of lines, views, dimensioning procedures, and notes.	
	Prerequisite: None.	
DFT 1104	Blueprint Reading: Mechanical	1
	Interpretation and reading of blueprints. Information on the basic principles of this blueprint; lines, views, dimensioning procedures, and notes.	
	Prerequisite: None.	
DFT 1117	Blueprint Reading: Welding	1
	A thorough study of trade drawings in which welding procedures are indicated. Interpretation, use, and application of welding symbols, abbreviations, and specifications.	
	Prerequisite: DFT 1104.	
DFT 1118	Pattern Development and Sketching	1
	Continued study of welding symbols; methods used in layout of sheet steel; sketching of projects, jigs and holding devices involved in welding. Special emphasis is placed on developing pipe and angle layouts by the use of patterns and templates.	
	Prerequisite: None.	

ECONOMICS

		Quarter Hours Credit
T-ECO 102	Economics	3
	The fundamental principles of economics including the institutions and practices by which people gain a livelihood. Included is a study of the laws of supply and demand and the principles bearing upon production, exchange, distribution, and consumption both in relation to the individual enterprise and to society at large.	
	Prerequisite: None.	
T-ECO 104	Economics	3
	Greater depth in principles of economics, including a penetration into the composition and pricing of national output, distribution of income, international trade and finance, and current economic problems.	
	Prerequisite: T-ECO 102.	

ELECTRICITY

**Quarter
Hours Credit**

T-ELC 101	Fundamentals of Electricity	6
	Elementary principles of electricity including: basic electric units, Ohm's law, Kirchhoff's law, network theorems, magnetics, basic electrical measuring instruments, inductance, capacitance, sound wave analysis, and non-resonant resistive, inductive and capacitance networks. Prerequisite: None.	
T-ELC 102	Fundamentals of Electricity	6
	Series and parallel resonant-circuit analysis, resonant and non-resonant transformer analysis, basic diode power supply analysis, introduction to non-linear resistive control devices, and introduction to electro-mechanical devices. Prerequisite: T-ELC 101.	
ELC 1112	Direct and Alternating Current	10
	A study of the structure of matter and the electron theory, the relationship between voltage, current and resistance in series, parallel and series-parallel circuits. Analysis of direct current circuits by Ohm's law and Kirchhoff's law; sources of direct current potentials. Fundamental concepts of alternating current flow; a study of reactance, impedance, phase angle, power and resonance and alternating current. Prerequisite: None.	

ENGLISH

**Quarter
Hours Credit**

T-ENG 101	Grammar	3
	Designed to aid the student in the improvement of self-expression in grammar. The approach is functional with emphasis on grammar, diction, sentence structure, punctuation, and spelling. Intended to stimulate students in applying the basic principles of English grammar in their day-to-day situations in industry and social life. Prerequisite: None.	
T-ENG 102	Composition	3
	Designed to aid the student in the improvement of self-expression in business and technical composition. Emphasis is on the sentence, paragraph, and whole composition. Prerequisite: T-ENG 101.	

T-ENG 103	Report Writing	3
The fundamentals of English are utilized as a background for the organization and techniques of modern report writing. Exercises in developing typical reports, using writing techniques and graphic devices, are completed by the students. Practical application in the preparation on a full-length report is required of each student at the end of the term. This report must have to do with something in his chosen curriculum. Prerequisite: T-ENG 102.		
T-ENG 204	Oral Communication	3
A study of basic concepts and principles of oral communications to enable the student to communicate with others. Emphasis is placed on the speaker's attitude, improving diction, voice, and the application of particular techniques of theory to correct speaking habits and to produce effective oral presentation. Particular attention given to conducting meetings, conferences, and interviews. Prerequisite: T-ENG 101.		
T-ENG 206	Business Communication	3
Develops skills in techniques in writing business communications. Emphasis is placed on writing action-getting sales letters and prospectuses; business reports; summaries of business conferences; and letters involving credit, collection, adjustment, complaint, orders, acknowledgement, remittances, and inquiry. Prerequisite: T-ENG 102.		
T-ENG 1101	Reading Improvement	2
Designed to improve the student's ability to read rapidly and accurately. Special machines are used for class drill to broaden the span of recognition, to increase eye coordination and word group recognition and to train for comprehension in larger units.		
T-ENG 1102	Communication Skills	3
Designed to promote effective communication through correct language usage in speaking and writing.		

ELECTRONICS

		Quarter Hours Credit
T-ELN 101	Electronic Instruments and Measurements	3
A study of basic electronic instruments, their theory of operation, function, tolerances, and calibration. Both service and laboratories instruments will be studied. Laboratory experience will provide application of each type instrument studied. Prerequisite: T-ELC 102.		

T-ELN 105	Control Devices	7
	A study in depth of the electrical characteristics of vacuum tubes and transistors. Basic parameters and applications of each type device to the three configurations of a three terminal two port system will be included. Prerequisite: T-ELC 102.	
T-ELN 205	Application of Vacuum Tubes and Transistors	7
	Practical applications of vacuum tubes and transistors to basic audio amplifiers, radio frequency amplifiers, detectors, modulators and oscillators. Prerequisite: T-ELN 105.	
T-ELN 210	Semiconductor Circuit Analysis	6
	A study in some depth of the analysis and design of transistor circuits. Network theorems and equivalent circuits are used extensively in evaluating total circuit performance. Device peculiarities and limitations pertinent to reliable operations are considered. H. Y. Z. and T. parameters are employed as well as signal-flow graphs. Prerequisite: T-ELN 105.	
T-ELN 214	Wave Shaping and Pulse Circuits	3
	Broadband amplifiers, magnetic amplifiers, multivibrators, wave shaping techniques, chopper amplifiers, clipper and clamper circuits. Prerequisite: T-ELN 105, T-MAT 103.	
T-ELN 215	Wave Shaping and Pulse Circuits	3
	Pulse techniques, diode switches, gates, step-counters, restorers and other specific circuits which function as switches. Prerequisite: T-ELN 214.	
T-ELN 220	Electronic Systems	7
	A block diagram course investigating numerous electronic systems. Modules or blocks of various manners to produce complex electronic systems. Systems will be explained and reduced to functions and then to block diagrams. AM, FM and Single Sideband transmitters and receivers, multiplexing, TV transmitters and receivers, pulse-modulated systems, sonar and radar will be considered. Corequisite: T-ELN 215.	
ELN 1122	Vacuum Tubes and Circuits	8
	An introduction to vacuum tubes and their development; the theory, characteristics and operation of vacuum diodes, semi-conductor diodes, rectifier circuits, filter circuits, triodes and simple voltage amplifier circuits. Prerequisites: ELC 1112, MAT 1115.	

ELN 1123	Amplifier Systems	4
	An introduction of commonly used servicing techniques as applied to monophonic and stereophonic high fidelity amplifier systems and auxiliary equipment. The operation and servicing of inter-communication amplifiers and switching circuits will also be taught. Prerequisites: MAT 1115, ELC 1112.	
ELN 1125	Radio Receiver Servicing	4
	Principles of radio reception and practices of servicing; included are block diagrams of radio receivers, servicing techniques of AM and FM receivers by resistance measurements, signal injection, voltage analysis, oscilloscope methods of locating faulty stages and components and the alignment of AM and FM receivers. Prerequisites: ELN 1123, ELN 1122.	
ELN 1126	Transistor Theory and Circuits	9
	Transistor theory, operation, characteristics and their application to audio and radio frequency amplifier and oscillator circuits. Prerequisite: ELN 1123.	
ELN 1127	Television Receiver Circuits and Servicing	15
	A study of principles of television receivers, alignment of radio and intermediate frequency amplifiers, adjustment of horizontal and vertical sweep circuits will be taught. Techniques of troubleshooting and repair of TV receivers with the proper use of associated test equipment will be stressed. Additional study of more specialized servicing techniques and oscilloscope waveform analysis will be used in the adjustment, trouble-shooting and repair of the color television circuits. Prerequisite: ELN 1126, ELN 1125.	
ELN 1128	Television Receiver Circuits and Servicing	9
	This course taught in conjunction with an elective, will be a shortened version of ELN 1127. Prerequisites: ELN 1126, ELN 1125.	
ELN 1129	Single Side-band Systems	6
	An introductory course of single side-band transmission system with carrier frequency or without and the associated balanced modulator of phasing system used to produce this type of transmission. Time will be allotted also to the necessary circuitry in the receiver to receive this type transmission. Prerequisites: ELN 1126, ELN 1125.	
ELN 1130	Two-way Mobile Maintenance	6
	A course to acquaint the student with the theory and maintenance of fixed station and mobile station transmitters and receivers. Except for radio laws, sufficient information will be given to qualify the student to take the FCC second class radiotelephone license examination. Prerequisites: ELN 1126, ELN 1125.	

MARINE MECHANICS

COURSE DESCRIPTION

		Quarter Hours Credit
PME 1101	Marine Engines	7
	Developed of a thorough knowledge in using, maintaining and storing the various hand tools and measuring devices needed in marine engine repair work. Study of the construction and operation of components of marine engines. Testing of engine performance; servicing and maintenance of pistons, valves, cams, camshafts, fuel and exhaust systems, cooling systems, proper lubrication; and methods of testing, diagnosing and repairing.	
PME 1102	Marine Engine Electrical and Fuel Systems	7
	A thorough study of the electrical and fuel systems of the marine engines. Engine cranking mechanisms, generator, ignition, accessories, and wiring; fuel pumps, carburetors, fuel injection and air intake systems. Characteristics of fuel, types of fuel systems, special tools, and testing equipment for the fuel and electrical systems for marine engines.	
PME 1127	Marine Engine Servicing	7
	A thorough familiarization with the various types of marine gasoline and diesel engine construction and the comparison of system designs. Emphasis is on the engine servicing; troubleshooting, disassembly, cleaning, inspection of parts, procuring replacement parts, installing new parts reassembling, checking and adjusting under operation conditions. Job sheets and various reports to be completed by the mechanics.	
PME 1128	Power Train Systems	4
	Power train systems: hydraulic and mechanical clutches, reduction gears, thrust bearing assembly, coupling, propeller shaft, and bearings, stuffing boxes and stern bearings. Engine installation, alignment, and security. Prerequisite: PME 1102.	
PME 1129	Marine Power Train Systems	6
	Power Train Systems: hydraulic and mechanical clutches, reduction gears, thrust bearing assembly coupling, propeller shaft and bearing, stuffing boxes and stern bearings. Engine installation, alignment, and security, Hull fitting and piping.	
PME 1131	Marine Propulsion System Servicing	6
	Emphasis is on the procedures necessary in determining the propulsion system of marine equipment. Troubleshooting of the propulsion system, proving a full range of experience in testing, adjusting, repairing, and replacing of parts as the mechanic will encounter on the job. Simulated and actual marine mechanics experiences will be provided when possible.	

MATHEMATICS

**Quarter
Hours Credit**

T-MAT 101	Technical Mathematics	5
	The real number system is developed as an extension of natural numbers. Number systems of various bases are introduced. Fundamental algebraic operations, the rectangular coordinate system, as well as fundamental trigonometric concepts and operations are introduced. The application of these principles to practical problems is stressed. Prerequisite: Satisfactory evidence that admission requirements have been met.	
T-MAT 102	Technical Mathematics	5
	A continuation of T-MAT 101. Advanced algebraic and trigonometric topics including quadratics, logarithms, determinants, progressions, the binominal expansion, complex numbers, solutions of oblique triangles and graphs of the trigonometric functions are studied in depth. Prerequisite: T-MAT 101.	
T-MAT 103	Technical Mathematics	5
	The fundamental concepts of analytical geometry, differential and integral calculus are introduced. Topics included are graphing techniques, geometric and algebraic interpretation of the derivative, differentials, rate of change, the integral and basic integration techniques. Applications of these concepts to practical situations are stressed. Prerequisite: T-MAT 102.	
T-MAT 110	Business Mathematics	5
	This course stresses the fundamental operations and their application to business problems. Topics covered include payrolls, price marking, interest and discount, commission, taxes, and pertinent uses of mathematics in the field of business.	
T-MAT 201	Technical Mathematics	5
	A continuation of T-MAT 103. More advanced concepts of differentiation integration are considered. Included are graphs and derivatives of the trigonometric functions, exponential and logarithmic differentiation and integration, advanced integration techniques, polar equations, parametric equations, and Fourier series. Prerequisite: T-MAT 103.	
T-MAT 1101	Fundamentals of Mathematics	5
	Practical number theory. Analysis of basic operations: addition, subtraction, multiplication, and division. Fractions, decimals, powers and roots, percentages, ratio and proportion. Plane and solid geometric figures used in industry; measurement of surfaces and volumes. Introduction to algebra used in trade. Practice in depth. Prerequisite: None.	

T-MAT 1102	Algebra	5
	Basic concepts and operations of algebra: historical background of our base-10 number system; algebraic operations: addition, subtraction, multiplication and division; fractions, letter representation, grouping, ratio and proportions, factoring, variation; graphical and algebraic solution of first degree equations; solution of simultaneous equations by: addition and subtraction, substitution, graphing, exponents, logarithms, tables, and interpolation.	
T-MAT 1103	Geometry	3
	Fundamental properties and definitions; plane and solid geometric figures, selected general theorems, geometric construction of lines, angles, and plane figures. Dihedral angles, areas of plane figures, volumes of solids. Geometric principles are applied to shop operations.	
T-MAT 1104	Trigonometry	3
	Trigonometric ratios; solving problems with right triangles, using tables, and interpolating; solution of oblique triangles using law of sines and law of cosines; graphs of the trigonometric functions; inverse functions, trigonometric equations. All topics are applied to practical problems.	
MAT 1115	Electrical Mathematics	5
	An introductory algebra course with trigonometry and vectors needed in alternating current: algebraic operations of addition, subtraction, multiplication and division; use of letters and signs, grouping, factoring; exponents, ratios and proportions; algebraic and graphic solutions of first-degree equations; introduction to trigonometric functions, their graphs and applications to right triangles. Addition, subtraction and resolution of vector quantities. Prerequisite: None.	
MAT 1116	Electrical Mathematics	5
	A working knowledge of the powers of 10, Ohm's law for series and parallel circuits, quadratic equations, Kirchhoff's laws, trigonometric functions, plane vectors, alternating currents, vector algebra and logarithms. Prerequisite: MAT 1115	

MECHANICS

		Quarter Hours Credit
MEC 1112	Machine Shop Processes	2
	To acquaint the student with the procedures of layout work and the correct use of hand and machine tools. Experiences in the basic fundamentals of drill press and lathe operation; hand grinding of drill bits and lathe operation; set-up work applied to the trade. Prerequisite: None.	

MEC 1113	Shop Processes	3
	Study of practices used in metalworking shops: introduction to how materials can be utilized, and to the processes of shaping, forming, and fabricating of metals. Demonstration of the metalworking lathes, grinders, drills, milling machines, shapers, planers, saws, broachers, gear cutting machines and finishing machines. A study of the capabilities of these machines.	
MEC 1114	Shop Processes	3
	Comparison of the unit-production and mass-production systems. Casting, forging and allied processes, welding and sheet metal working processes are demonstrated and discussed. Mass-production methods are studied in relationship to precision dimensional control.	
MEC 1115	Treatment of Ferrous Metals	3
	Investigates the properties of ferrous metals and tests to determine their uses. Instructions will include some chemical metallurgy to provide a background for the understanding of the physical metallurgy of ferrous metals, producing iron and steel, surface treatments, alloy of special steel, classification of steels, and cast iron will be topics of study.	
MEC 1116	Treatment of Non-Ferrous Metals	3
	Continuation of the study of physical metallurgy. The non-ferrous metals; bearing metals (brass, bronze, lead) light metals (aluminum and magnesium) and copper and its alloys are studied. Power metallurgy, titanium, zirconium, idium and vanadium are included in this course.	

PRACTICAL NURSING

		Contact Hours Per Quarter
FIRST QUARTER		
NUR 1001	Practical Nursing I	330

Designed to assist students in acquiring the knowledge, understandings, appreciations, and attitudes basic to effective nursing of patients of all ages and backgrounds. Emphasis is on nursing needs arising both from the individuality of the patient and from inability for self-care as a result of a health deviation. Patient-centered studies include analysis of patient needs, both through classroom study of hypothetical patient situations and through planned experiences in the clinical environment. Beginning skills in nursing methods are developed through planned laboratory practice and supervised patient care.

OBJECTIVES: To assist beginning students in practical nursing to acquire basic knowledge from nursing and related subject areas and to begin to develop the skills needed for safe and effective bedside care of patients in a state of dependency due to health deviations.

COURSE MATERIAL: Nursing—History

Introduction to Patient Care

Health—Personal, Physical and Mental

Family

Community

Basic Science—Body Structure and Function

Bacteriology

Basic Nutrition

Vocational Adjustments—Introduction to Ethics

Legal Aspects of Nursing

Communications and Human Relations

PREREQUISITE: Admission requirements.

NUR 1002 Practical Nursing II

396

Designed to introduce the student to deviations from normal, to nursing methods and therapeutic procedures, and to clinical specialties. Continued patient-centered study, with introduction of the illness condition as an additional source of nursing needs. Increased emphasis on clinical activities and selected patient care.

OBJECTIVES: To assist practical nursing students to acquire further knowledge and understanding and to develop further skills needed for rendering safe and effective nursing care to selected patients of all ages.

COURSE MATERIAL: Medical-Surgical Nursing—Patient Care

Therapeutic Methods, including administration of oral medications.

Introduction to Maternity Nursing

Introduction to Nursing the Sick Child

Communications and Human Relations

Prerequisite: NUR 1001.

THIRD QUARTER

NR 1003 Practical Nursing III

396

Designed to acquaint the student with common illness conditions, related nursing needs and therapeutic methods, and role of the practical nurse in care of patients with specific conditions. Learning situations are selected to illustrate commonalities with a wide variety of similar conditions and to promote student awareness of similarities and differences. Clinical practice emphasizes student experience in care of subacutely ill patients with a wide variety of illnesses, correlated with classroom studies insofar as possible.

OBJECTIVES: To assist practical nursing students to acquire knowledge of common disease conditions and to develop beginning skills in rendering nursing care to patients of all ages with specific needs arising from the illness and/or therapy.

COURSE MATERIAL: Common Medical—Surgical Conditions
 Care of the Subacutely Ill Child
 Care of Maternity Patients and Newborn Infants
 with Complications

Prerequisite: NUR 1002.

FOURTH QUARTER

NUR 1004 Practical Nursing IV 396

Designed to introduce the student to care of patients with complex nursing needs and to the assisting role of the practical nurse in situations requiring judgments based on depth of knowledge. Clinical practice includes supervised care of labor patients and seriously ill adults and children.

OBJECTIVES: To assist practical nursing students to acquire knowledge of needs of seriously ill patients, to develop beginning skills in assisting the registered nurse and/or physician in complex nursing situations, and to make the transition to the role of graduate practical nurse.

COURSE MATERIAL: Needs of the Seriously Ill Patient
 Needs of Patients in Immediate Post-Operative Period
 Needs of the Labor Patient
 Needs of the Seriously Ill Child
 Assuming the Role of Graduate Practical Nurse

Prerequisite: NUR 1003.

PHYSICS

		Quarter Hours Credit
T-PHY 101	Physics: Properties of Matter	4
	A fundamental course covering several basic principles of physics. The divisions included are solids and their characteristics, liquids at rest and in motion, gas laws and applications. Laboratory experiments and specialized problems dealing with these topics are part of this course. Prerequisite: None.	
T-PHY 102	Physics: Work, Energy, Power	4
	Major areas covered in this course are work, energy, and power. Instructor includes such topics as gravity and dynamics. Units of measurement and their applications are a vital part of this course. A practical approach is used in teaching students the use of essential mathematical formulas. Prerequisites: T-MAT 101, T-PHY 101.	
T-PHY 104	Physics: Light and Sound	4
	A survey of the concepts involving wave motion leads to a study of sound, its generation, transmission and detection. The principles of wave motion also serve as an principles involved in optical instruments. Application is stressed throughout. Prerequisite: T-MAT 101, T-PHY-101.	

PHY 1101

Applied Science

4

An introduction to physical principles and their application in industry. Topics in this course include measurement; properties of solids, liquids, and gasses; basic electrical principles.

PHY 1102

Applied Science

4

The second in a series of two courses of applied physical principles. Topics introduced in this course are heat and thermometry, and principles of force, motion, work, energy, and power.

PSYCHOLOGY

Quarter
Hours Credit

T-PSY 112

Personality Development

3

Designed to help the student recognize the importance of the physical, intellectual, social, and emotional dimensions of personality. Emphasis is placed on grooming and methods of personality improvement.

Prerequisite: None.

PSY 1101

Human Relations

3

A study of basic principles of human behavior. The problems of the individual are studied in relation to society, group membership, and relationships within the work situation.

SOCIOLOGY

COURSE DESCRIPTION

SOC 1103

Small Business Operations

3

An introduction to the business world, problems of small business operation, basic business law, business forms and records, financial problems, ordering and inventoring, layout of equipment and offices, methods of improving business, and employer-employee relations.

Prerequisite: None.

WELDING

COURSE DESCRIPTION

Quarter
Hours Credit

WLD 1101

Basic Gas Welding

1

Welding demonstrations by the instructor and practice by students in the welding shop. Safe and correct methods of assembling and operating the welding equipment. Practice will be given for surface welding, bronze welding, silver soldering, and flame-cutting methods applicable to mechanical work.

Prerequisite: None.

WLD 1112	Mechanical Testing and Inspection	3
	The standard methods for mechanical testing of welds. The student is introduced to the various types of tests and testing procedures and performs the details of the test which will give adequate information as to the quality of the weld. Types of tests to be covered are: bend, destructive, free-bend, guide-bend, nick-tear, notched-bend, tee-bend, nondestructive, V-notch Charpy impact, etc.	
WLD 1120	Oxacetylene Welding and Cutting	7
	Introduction to the history of oxyacetylene welding, the principles of welding and cutting, nomenclature of the equipment, assembly of the units. Welding procedures such as practice of puddling and carrying the puddle, running flat beads, butt welding in the flat, vertical, and overhead position, brazing, hard and soft soldering. Safety procedures are stressed throughout the program of instruction in the use of tools and equipment. Students perform mechanical testing and inspection to determine quality of the welds.	
	Prerequisite: None.	
WLD 1121	Arc Welding	7
	The operation of A. C. transformers and D. C. motor generators arc welding sets. Studies are made of welding heats, polarities, and electrodes for use in joining various metal alloys by the arc welding process. After the student is capable of running beads, butt and fillet welds in all positions, they are made and tested in order that the student may detect his weaknesses in welding. Safety procedures are emphasized throughout the course.	
WLD 1122	Commercial and Industrial Practices	6
	Designed to build skills through practices in simulated industrial processes and techniques: sketching and laying out on paper the size and shape description, listing the procedure steps necessary to build the product, and then actually following these directions to build the product. Emphasis is placed on maintenance, repairing worn or broken parts by special welding applications, field welding and nondestructive tests and inspection.	
	Prerequisites: WLD 1120, WLD 1121.	
WLD 1123	Inert Gas Welding	2
	Introduction and Practical operations in the use of inert-gas-shield arc welding. A study will be made of: equipment, operation, safety and practice in the various positions. A thorough study of such topics as: principles of operation, shielding gases, filler rods, process variations and applications, manual and automatic welding will be made.	

WLD 1124

Introduction to Pipe Welding

7

Designed to provide practice in the welding of pressure piping in the horizontal, vertical, and horizontal fixed position using shielded metal arc welding processes according to Section IX of the ASME code.

WLD 1125

Certification Practices

5

This course involves practice in welding the various materials to meet certification standards. The student uses various tests including the guided bend and the tensile strength tests to check the quality of his work. Emphasis is placed on attaining skill in producing quality welds.

Prerequisites: WLD 1120, WLD 1121, WLD 1123, WLD 1124.

Upon completion of the welding program, qualified persons may become certified at the Carteret Technical Institute. Certification is given according to the standard of the North Carolina State Highway Commission and the American Welding Society.

P. O. BOX 550
MOREHEAD CITY, N. C. 28557

General Catalog

1970-1972



CARTERET TECHNICAL INSTITUTE

Morehead City, N. C. 28557



CARTERET TECHNICAL INSTITUTE

General Catalog
1970-1972

Highway 70 West
MOREHEAD CITY, N. C. 28557

Post Office Box 550

Telephone 726-5756

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FOREWORD



Technical and vocational education is an essential part of man's continuous striving to better himself. In our changing world of the machine age, man is becoming more and more dependent on the technician to keep the machines serviced and maintained.

The State of North Carolina has taken steps to eliminate shortages in the labor force by establishing institutes to train and equip the labor force to meet the demands of any level of employment.

Among the aims and objectives of the Carteret Technical Institute, is to provide technical training, with an emphasis on an upgrading program as well as special and supervisory training.

The Carteret Technical Institute offers a wide variety of programs designed to meet the needs of all the people in our community.

The purpose of this catalogue is to provide general information on the courses offered by Carteret Technical Institute. Anyone wishing additional information may obtain it by writing or calling the Institute.

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CARTERET TECHNICAL INSTITUTE

SCHOOL CALENDAR

1970 - 1971

FALL QUARTER

Sept. 8 & 9	Tuesday and Wednesday—Registration
Sept. 10	Thursday—Classes begin at 8:30 A.M.
Oct. 5	Monday—Last day to withdraw from a course without receiving an "F."
Nov. 25	Wednesday—Fall quarter ends.

WINTER QUARTER

Nov. 30 & Dec. 1	Monday and Tuesday—Registration
Dec. 2	Wednesday—Classes begin at 8:30 A.M.
Dec. 18	Friday—Christmas Holidays begin at 3:15 P.M.
Jan. 4	Monday—Classes resume at 8:30 A.M.
Jan. 8	Friday—Last day to withdraw from a course without receiving an "F."
Mar. 2	Tuesday—Winter quarter ends.

SPRING QUARTER

Mar. 8 & 9	Monday and Tuesday—Registration
Mar. 10	Wednesday—Classes begin at 8:30 A.M.
April 2	Friday—Last day to withdraw from a course without receiving an "F."
April 7	Wednesday—Spring Holiday begins at 3:15 P.M.
April 14	Wednesday—Classes resume at 8:30 A.M.
May 31	Monday—Spring quarter ends.

SUMMER QUARTER

June 7 & 8	Monday and Tuesday—Registration
June 9	Wednesday—Classes begin at 8:30 A.M.
July 2	Friday—Last day to withdraw from a course without receiving an "F."
July 5	Monday—Holiday
Aug. 25	Wednesday—Summer quarter ends.

1971 - 1972

FALL QUARTER

Sept. 7 & 8	Tuesday and Wednesday—Registration
Sept. 9	Thursday—Classes begin.
Oct. 4	Monday—Last day to withdraw from a course without receiving an "F."
Nov. 24	Wednesday—Fall quarter ends.

WINTER QUARTER

Nov. 29 & 30	Monday and Tuesday—Registration
Dec. 1	Wednesday—Classes begin at 8:30 A.M.
Dec. 17	Friday—Christmas holidays begin at 3:15 P. M.
Jan. 3	Monday—Classes resume at 8:30 A.M.
Jan. 10	Friday—Last day to withdraw from a course without receiving an "F."
Feb. 29	Tuesday—Winter quarter ends.

SPRING QUARTER

Mar. 6 & 7	Monday and Tuesday—Registration
Mar. 8	Wednesday—Classes begin.
Mar. 29	Wednesday—Spring holidays begin at 3:15 P.M.
April 15	Wednesday—Classes resume at 8:30 A.M.
April 7	Friday—Last day to withdraw from a course without receiving an "F."
May 30	Tuesday—Spring quarter ends.

SUMMER QUARTER

June 5 & 6	Monday and Tuesday—Registration
June 7	Wednesday—Classes begin.
June 30	Friday—Last day to withdraw from a course without receiving an "F."
July 4	Tuesday—Holiday
Aug. 23	Wednesday—Summer quarter ends.

GENERAL INFORMATION

HISTORY

In 1963 the General Assembly approved a plan for the start of Industrial Education Centers in North Carolina. The State Board of Education approved the start of the Carteret Industrial Educational Center, a unit of the Wayne Technical Institute, which is a division of North Carolina Department of Community Colleges.

On January 1, 1968, Carteret Technical Institute ceased to be a unit of Wayne Technical Institute and is now administered directly under the State Board of Education as an independent institution, of the North Carolina Department of Community College system.

LOCATION AND FACILITIES OF INSTITUTE

The Carteret Technical Institute is located in Morehead City, Carteret County, North Carolina. Morehead City is one of the two state ports in North Carolina and is quickly becoming the center of commerce and industry in the Northern tidewater area.

The school is housed in buildings formerly used as the Carteret Armory, less than one-half mile from the center of town on the banks of scenic Bogue Sound.

The Institute is equipped with the latest and most modern equipment. The entire facility is heated, and where practical classrooms and laboratories are air-conditioned.

COUNSELING

Counseling begins with the initial interview before acceptance of a student. The primary purpose of the interview is to ascertain if the student has made a wise decision in his choice of study, as indicated by identified needs, interests, and abilities.

Opportunities for counseling services are available throughout the student's enrollment at the Institute. In addition, he will be assigned an advisor who teaches in an area corresponding to the student's interest. The advisor assists in planning the student's program and helps to solve his academic problems.

FOR INFORMATION

Prospective students should address letters requesting the catalogue, brochures, and application blanks to: Carteret Technical Institute, Box 550, Morehead City, N. C.

CONDUCT AND STANDARDS

Carteret Technical Institute students are required to conduct themselves in a mature and responsible manner. The following rules apply to all students:

1. Each student is held responsible for information published through notices and announcements.

2. Students who negligently lose, damage, destroy, sell, or otherwise dispose of school property placed in their possession or entrusted to them will be charged for the full extent of the damage or loss and are subject to disciplinary action.
3. Under no conditions will alcoholic beverages or narcotics be permitted in or on the school property. No one under the influence of alcohol or narcotics will be allowed on school premises. Any violation of this regulation will result in expulsion from the Institute on the first offense.
4. Students who engage in such acts as stealing, gambling, profane language, personal combat, possession of firearms or dangerous weapons are liable to disciplinary action.
5. Smoking is prohibited in all classrooms, laboratories and shops at all times.
6. Students are expected to make use of disposal containers when discarding materials.
7. Students are expected to dress appropriately for all occasions.
8. Food and soft drinks are allowed only in designated areas.
9. Students are to enter the office on business only.
10. Students must remember that when entering and leaving the school parking areas that they must always proceed with caution.

EVENING AND EXTENSION CLASSES

GENERAL INFORMATION

Carteret Technical Institute offers a diversity of classes other than those offered in its regular curricula. The courses are taught at the Institute and in several communities. Individuals of post-high school age, regardless of their background training and experience, are welcomed and encouraged to participate in these classes.

In Evening and Extension classes, the Institute is able to offer the following:

- Cultural Activities
- Firemanship Instruction
- Law Enforcement Instruction
- Adult High School Education
- Technical Education
- Trade Education
- Industry Training
- Literacy Education

Many of these services are offered away from the Institute in various communities.

SCHEDULE

Most courses are offered one to two evenings per week from 7 to 10 p.m., Monday through Friday.

INSTRUCTIONAL MATERIALS FEE

The tuition for evening and extension courses ranges from \$3 to \$10 per course. Tuition is payable to the Institute on the first class meeting. The tuition does not include the cost of textbooks, manuals, special tools or other items if needed in a course.

REGISTRATION

Registration is conducted on the first night of class. However, registration will be accepted anytime during the course, in some courses.

CERTIFICATE OF ATTENDANCE

Upon successful completion of any extension course, a student will be awarded a certificate of attendance from the Institute.

SERVICES

Library

The Institute Library is open from 8 a.m. to 10 p.m. every day, Monday through Friday.

CHANGES

The information in this catalog is subject to change.

ADMISSION

GENERAL QUALIFICATIONS

An applicant should be a high school graduate or be able to demonstrate experience and mental growth equivalent to that of a high school graduate. He must make an acceptable score on the tests that are given and also must show a genuine desire to excel in his chosen field. In addition, the people that are to participate in the Radiologic Technology and practical nurse programs are interviewed and selected according to character and personal appearance.

The applicants that are not prepared to enter the program of their choice can enroll in the Learning Laboratory and prepare themselves for their selected program.

If a person is physically handicapped, the administration will give special attention to determine whether his handicap will hinder his chances of enrolling in his chosen field.

REGISTRATION

Applicants seeking membership in Carteret Technical Institute who have been accepted for admission should present themselves to the school for matriculation on the date specified in the Announcements of the School.

WHEN TO ENROLL

Students desiring to enter may enroll in the Fall, Winter, Spring, or Summer Quarters. These dates are listed under School Calendar in the front of this catalog.

DIPLOMA

A diploma is awarded a student who completes an Institute diploma program with a general average of "C" or better in his major field of study and has at least two quality points for each quarter hour of credit earned in his total program.

TRANSCRIPTS

Students applying for admission must submit copies of their transcript along with their applications. A transcript from each institution previously attended must be forwarded to the Institute.

TRANSFER OF CREDITS

Quarter hours of credit earned at the Carteret Technical Institute can be transferred to any of the Institutions under the Department of Community Colleges in North Carolina. Grades transferred between Institutions of the Department of Community Colleges will be accepted as recorded. Transfer of credits to institutions other than North Carolina's System of Community Colleges will be determined by the institution to which the student wishes to transfer.

APPLICATIONS

Unless otherwise specified, admissions to all curricula are under the jurisdiction of the Director, from whose office application forms may be secured. Applications should be submitted to the business office in advance of the beginning date of the quarter in which the applicants desire to enroll.

PROVISIONAL STUDENTS

Students applying too late to take the required pre-entrance examinations may be given a brief test and if the results appear satisfactory, the applicant will be permitted to enter the Institute as a provisional student. A provisional student will be required to complete the Pre-entrance examination and submit all required transcripts as soon as possible. In other words, he is admitted in good standing, provided examination scores, transcript, and other information prove satisfactory.

SPECIAL STUDENTS

Those students with particular needs or problems will be given all possible assistance the Institute can render. Those students desiring to attend the Institute under this classification should set up an appointment with the Director. Individual programs of study will be worked out if both the Director's Office and the interested party feel that participation would prove beneficial. This program does not lead toward a degree or diploma.

DEGREE

On January 9, 1964, the North Carolina State Board of Education licensed the Board of Trustees of the Carteret Technical Institute to award the Associate of Applied Science Degree in those curricula already approved by the State Board of Education and offered by the Institution. The Associate of Applied Science Degree is a two-year college degree. A degree is awarded to a student who completes an Institute degree program with a general average of "C" or better in his major field of study and who has at least two quality points for each quarter hour of credit earned in his total program.

EXPENSES

TUITION:

Tuition per quarter is \$32.

Tuition for students taking less than 15 quarter hours of credit will be \$2.50 per quarter hour of credit.

Time payments may be arranged at the business office.

TEXTBOOKS:

Students are required to purchase their textbooks. For their convenience, the Institute maintains a bookstore in which books and other required items may be purchased by the student.

CREDIT FOR WORK COMPLETED:

No degree, diploma or certificate will be granted, or a transcript of credits furnished a student until all financial obligations to the Institute have been paid.

All expenses and accounts at the Institute must be fully paid before a student may re-enter at the beginning of any quarter.

STUDENT FINANCIAL AID

The purpose of the Financial Aid Program is to provide financial assistance to students who, without aid, would be unable to attend Carteret Technical Institute. The Institute, in selecting students needing financial aid, places emphasis on need and the student's potential.

Application for financial aid may be obtained by writing to the Financial Aid Officer, Carteret Technical Institute, Post Office Box 550, Morehead City, North Carolina 28557.

ACADEMIC

QUARTER SYSTEM

The Carteret Technical Institute operates on the Quarter Plan. The fall, winter, spring, and summer quarters are each approximately eleven weeks in length. The Institute is in session five days a week.

CREDIT

Quarter hours of credit are awarded as follows: one quarter hour credit for each hour per week of class work, one quarter hour of credit for each two hours per week of laboratory work, and one quarter hour for each three hours of shop practice per week.

Quarter hours of credit earned at the Carteret Technical Institute can be transferred to any of the institutions under the North Carolina Department of Community Colleges.

SCHOLARSHIP

A quality point system is used to calculate all student scholarship standings. The grades A, B, C, D, F, and I are used by this Institute; A is the highest grade given, D is the lowest passing

grade, and F is a failing grade. A grade of "I" must be removed during the next quarter the student is enrolled in the Institute or it becomes a failure automatically. If the student does not return to school the "I" must be removed within one year or it automatically becomes an "F". An "F" may not be removed by repeating the course.

EXPLANATION OF GRADES

A—Excellent, (93-100); B—good, (85-92); C—average, (78-84); D—barely passed, (70-77); F—failed, course must be repeated to secure credit; P—passed; I—conditional.

In terms of quality points, a grade of A earns 4 quality points per quarter hour; the grade B earns 3 quality points per quarter hour; and the grade C earns 2 quality points per quarter hour. The grade of D earns 1 quality point per quarter hour. After the close of each quarter, term reports of all students in all their studies are sent to parents or guardians.

HONOR ROLL

The Honor Roll is composed of students who make at least three (3) quality points per credit hour on all work taken with no grade below C.

DEAN'S LIST

The Dean's List is composed of students who are enrolled in a minimum of twelve (12) quarter hours of credit and have no grade below an A on all work taken.

ABSENCES

The Institute operates under the general principle that class attendance is necessary. The following criteria govern all class absences:

A. One (1) excused absence given per quarter hour credit for each course taken.
(Example: 3 hour course—3 cuts per quarter)

B. Absences over the allowed maximum must be either relative to sickness or death in immediate family. If sickness is the cause of an absence, an excuse signed by a medical doctor must be presented within one (1) week to the Director.

***If the absences normally allowed for any course are used for indiscriminate reasons, absences incurred for sickness will not be excused. Students are advised to save their cuts for unforeseen reasons.

- C. One (1) quality point will be deducted for each unexcused absence beyond the allowed number of cuts.
- D. The seventy-five percent attendance requirement will remain in force for course credit.
- E. Absences incurred due to late registration or due to change in curriculum will count as cuts. If more class sessions are missed than allowable cuts given, they shall be recorded as overcuts.
- F. Special circumstances not covered in the criteria may be discussed with the Director.
- G. It is strongly emphasized that it is the responsibility of the student to clear anticipated needs to be away from class with his instructor as to whether work missed will be made up.

REQUIREMENTS FOR GRADUATION

A student must have a general grade average of C or better in his field of study and must have at least two (2) quality points for each quarter hour of credit earned in his total program in order to graduate and receive a diploma or degree. Presence at graduation exercises is a requirement for prospective diploma or degree recipients except when permission for absentia has been granted by the Director. A written request for such a permission must be made at least ten (10) days before commencement.

WITHDRAWALS

Students desiring to leave the Institute during the quarter must withdraw officially through the office. This can be done with an official withdrawal slip obtained from the Director. There is no penalty if a student withdraws prior to the date specified in the Institute Calendar as the last date for withdrawals without failure. Failures are recorded on all courses for students who withdraw after that date. However, if a student withdraws after the deadline with the approval of a physician, a grade of WP or WF will be recorded on each course. Students who withdraw without following the above procedures will receive failing grades on all courses for which they are registered.

CREDITS FOR PREVIOUS TRAINING

Educational work completed by the student in other accredited schools may, where applicable, be accredited toward the requirements of an Institute Diploma or Degree Program. Students must file transcripts of all previous work. A minimum of two quarters of residence is required for graduation.

PROGRESS AND COURSE SELECTION

No student will be permitted to major in more than one curriculum at a time.

An evaluation of the progress of the student will be made each quarter; and if work is found to be unsatisfactory, the student will be called in for counseling. After consultation, another quarter for improvement may be granted; or the student may be advised to change to a course more agreeable to his ability and background.

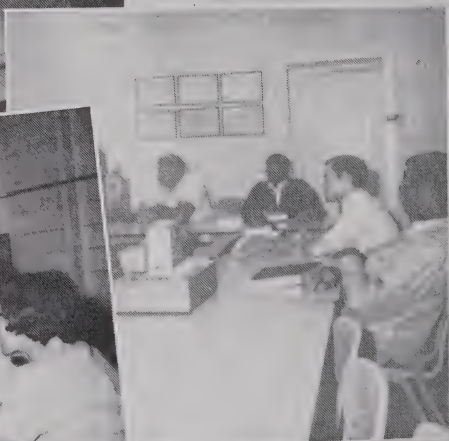
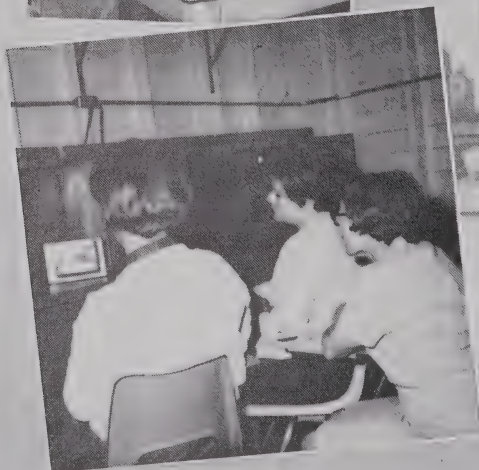
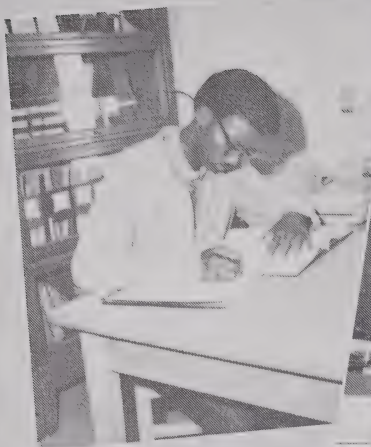
Any student who desires to change his program of studies should discuss it with the Department Chairman and with the Director.

ACCREDITATION

Carteret Technical Institute is accredited and approved by the Department of Community Colleges and North Carolina State Board of Education.

REGISTRATION

All students are required to register at the beginning of each quarter they are in attendance.



DEVELOPMENTAL STUDIES

In order that the students of Carteret Technical Institute can meet with academic success in their chosen courses of study, they will possibly need certain basic skills that have not been achieved in their previous education experiences. Through systematic counseling and adequate testing, with both formal and informal instruments, a course of individualized study is devised for each student so that he will be better able to meet with success in his chosen field of study.

Those skills offered in Developmental Studies will involve all the communication skills — listening, speaking, writing, reading, and study skills. The Department of Developmental Studies is dedicated to the individual student — his needs and his aspirations. It is a service offered for and to the student so that he will hopefully find himself and become a contributing member to his community and his society.

Whatever may be the student's need, the Developmental Studies Department endeavors to see that he succeeds and, in the process, find again that learning can be rewarding and fun — not work — and that learning can be beneficial — not selective and ego deflating.

The Department of Developmental Studies is the student — his needs, his hopes, his dreams of a better life, and a better opportunity for himself, his family, and his community.

LEARNING LABORATORY

Under the supervision of a trained coordinator, a programmed Learning Laboratory is available for those persons desiring to improve their present educational level. This facility is equipped with modern teaching machines, texts, and programmed materials.

The individual differences of the student are considered by allowing each to progress according to his ability, time, and motivation. Upon completion of each level and the attainment of successful results, the student is allowed to progress to a higher level of study.

There are three levels of study in adult education: Elementary, Intermediate, and Secondary. This will allow the student ample opportunity for the enrichment of his education and possibly the earning of a high school equivalency certificate.

The utilization of the Learning Laboratory can possibly lead to job advancement with higher wages, new fields of endeavor, and personal satisfaction of self-improvement.

The opportunity exists for anyone to earn a high school equivalency certificate. A person undertaking this program will first be given diagnostic tests to determine the level where the individual

will begin. After entering a program, the person may study the program as his time and ability allows.

Upon completion of the prescribed courses of study and successfully passing an examination, the applicant is then qualified to apply for a high school equivalency certificate.

GENERAL ADULT EDUCATION

Under this program, the Institute may offer short courses on any level to assist adults in meeting their educational needs and the development of their cultural, intellectual and social tastes.

Within this program, interested persons may have the opportunity for job advancement, or they may start hobbies that will give them a great personal satisfaction.

Some of the courses that are offered are:

Knitting	Millinery
Cake Decorating	Tailoring
Oil Painting	Needlecraft
Music and Fine Arts	Theatre Workshop

MANPOWER DEVELOPMENT TRAINING ACT

The Manpower Development Training Act (MDTA) was passed by Congress in 1962 to help alleviate the rising problem of unemployment. Though unemployment was increasing, there were many jobs that were not filled due to a shortage of qualified workers. MDTA programs consist of prevocational training for the unemployed and underemployed. These people are referred to the Institute by the local employment Security Commission.

Labor surveys are made by the local Employment Security Commission to determine manpower shortages in certain areas of employment, and persons who are interested in and can qualify for training in these jobs are referred to the Institute by the Employment Security Commission. Programs are instituted as the need arises and when funds are allocated.

Programs are usually eighteen to thirty-six weeks in length and meet five days a week, eight hours a day. In many courses Adult Basic Education classes are taught a portion at the time for people who need a review of elementary and high school work.

ADULT BASIC EDUCATION

Adult Basic Education is a program designed with one major purpose — to assist adults who wish to improve their skills in oral and written communication, arithmetic, and basic science and social studies. With the completion of Adult Basic Education, the adult should be equipped to go into the Adult High School Program.

FIRE SERVICE TRAINING

The growing Coastal Plain area of North Carolina requires expansion of fire fighting units and an up-grading of fire service personnel. The need for better trained personnel in latest techniques is met through training provided by the Extension program of the Institute.

The Fire Service Training Program is taken directly to the individual fireman. Training sessions are held in the local fire departments allowing the men to be trained as an organized group utilizing equipment they would ordinarily use in controlling fires.

TRADE PROGRAM

The Trade Program is primarily set up to assist employed adults to improve themselves in their occupational field through upgrading and updating programs.

When enough students request a course, it is set up and run as long as the need exists.

The classes are usually held twice a week at night at the Institute from 7 to 10 p.m. Sometimes classes are offered in surrounding communities through the Institute's extension service. Some of the classes that have been offered are as follows:

Outboard Engines

Bricklaying

Welding

Business Education

Electrical Contracting Code

Navigation

Electronics

Diesel Mechanics

Net Making and Mending

**TECHNICAL
PROGRAMS**

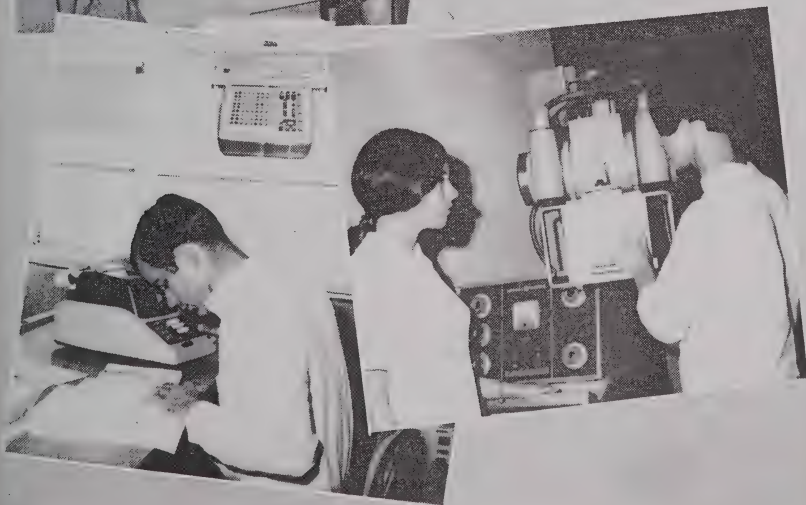
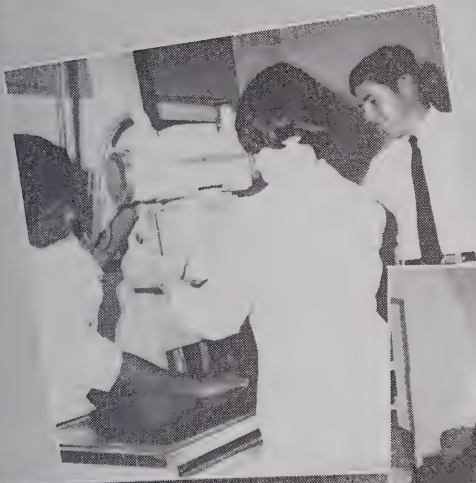
**TWO-YEAR
AAS DEGREE**

TWO-YEAR PROGRAMS

ADMISSION REQUIREMENTS

Candidates wishing to enroll in the two-year program leading to the Associate in Applied Science Degree must meet the following qualifications:

1. Be a high school graduate or the equivalent.
2. Should demonstrate mechanical aptitude necessary for the program.
3. Must submit a complete high school transcript.
4. Should possess the minimum physical standards necessary to carry out all requirements of the job for which he is preparing.
5. Should take all admission examinations. Information concerning dates and procedure for taking these tests will be given upon receipt of application or may be obtained from the Institute's Office.



BUSINESS ADMINISTRATION

PURPOSE OF CURRICULUM

In North Carolina the opportunities in business are especially bright. The population of the State is becoming increasingly urban and much more differentiating in its demands for goods and services. With the increasing industrial development in this state, it becomes essential to market our products more effectively. In many instances business has become increasingly competitive, much more highly organized and automated. This situation limits the better opportunities beyond the high school level.

JOB DESCRIPTION

The graduate of the Business Administration program may enter Distribution and Marketing in a variety of career opportunities from beginning salesperson or office clerk to owner and manager in many areas such as advertising; hotel, tourist and travel industry; insurance; selling—retail, wholesale, industrial and specialty; banking; credit; finance; transportation; and communications.

BUSINESS ADMINISTRATION

Quarter
Hours
Credit

FIRST QUARTER

T-ENG	101	Grammar	3
T-BUS	102	Typewriting	3
T-MAT	110	Business Mathematics	5
T-BUS	101	Introduction to Business	5
T-ECO	102	Economics	3
			19

SECOND QUARTER

T-ENG	102	Composition	3
T-BUS	120	Accounting	6
T-ECO	104	Economics	3
T-BUS	115	Business Law	3
T-BUS	123	Business Finance	3
			18

THIRD QUARTER

T-ENG	103	Report Writing	3
T-BUS	124	Business Finance	3
T-BUS	110	Office Machines	3
T-BUS	121	Accounting	6
T-BUS	116	Business Law	3
			18

FOURTH QUARTER

T-ENG	204	Oral Communication	3
T-BUS	232	Sales Development	3
T-EDP	104	Into. to Data Processing Systems	4
T-BUS	239	Marketing	5
		Elective	3
			18

FIFTH QUARTER

T-ENG	206	Business Communication	3
		Social Science Elective	3
T-BUS	243	Advertising	4
T-BUS	235	Business Management	3
		Elective	3
			16

SIXTH QUARTER

		Social Science Elective	3
T-BUS	229	Taxes	4
T-BUS	272	Principles of Supervision	3
T-BUS	271	Office Management	3
		Elective	6
			19

GENERAL OFFICE TECHNOLOGY

PURPOSE OF CURRICULUM

More people are now employed in clerical occupations than in any other single job category. Automation and increased production will mean that these people will need more technical skills and a greater adaptability for diversified types of jobs.

The General Office Occupations curriculum is designed to develop the necessary variety of skills for employment in the business world. Specialized training in skill areas is supplemented by related courses in mathematics, accounting, business law, and applied psychology.

JOB DESCRIPTION

The graduate of the General Office Occupations curriculum may be employed as an administrative assistant, accounting clerk, assistant office manager, bookkeeper, file clerk, machine transcriptionist, or a variety of other clerical-related jobs. Positions are available in almost every type of business, large or small.

GENERAL OFFICE TECHNOLOGY

			Quarter Hours Credit
FIRST QUARTER			
T-ENG	101	Grammar	3
T-BUS	102	Typewriting (or elective)	3
T-MAT	110	Business Mathematics	5
T-BUS	101	Introduction to Business	5
T-ECO	102	Economics	3
			19
SECOND QUARTER			
T-ENG	102	Composition	3
T-BUS	103	Typewriting (or elective)	3
T-BUS	110	Office Machines	3
T-BUS	115	Business Law	3
T-BUS	120	Accounting	6
			18

THIRD QUARTER

T-ENG	103	Report Writing	3
T-BUS	104	Typewriting	3
T-BUS	112	Filing	3
T-BUS	116	Business Law	3
T-BUS	121	Accounting	6
			18

FOURTH QUARTER

T-ENG	204	Oral Communication	3
T-BUS	205	Advanced Typewriting	3
T-BUS	211	Office Machines	3
T-BUS	232	Sales Development	3
T-BUS	212	Machine Transcription—Executive	2
		Elective	3
			17

FIFTH QUARTER

T-ENG	206	Business Communication	3
T-BUS	213	Office Procedures	4
T-EDP	104	Introduction to DP Systems	4
		Social Science Elective	3
		Elective	6
			20

SIXTH QUARTER

T-BUS	271	Office Management	3
T-BUS	229	Taxes	4
T-BUS	210	Typing Office Practice	3
		Social Science Elective	3
		Elective	3
			16

SECRETARIAL — LEGAL

PURPOSE OF CURRICULUM

The demand for better qualified legal secretaries in our ever-expanding legal profession is becoming more acute. The purpose of the legal Secretary Curriculum is to outline a training program that will provide specialized training in the accepted procedures required by the legal profession and to enable persons to become proficient soon after accepting employment in the legal office.

The curriculum is designed to offer the students the necessary secretarial skills in typing, dictation, transcription, and terminology for employment in the legal profession. The special training in secretarial subjects is supplemented by related courses in mathematics, accounting, business law, and personality development.

JOB DESCRIPTION

The graduate of the Legal Secretary Curriculum should have a knowledge of legal terminology, skill in dictation and accurate transcription of legal records, reports, letters, and documents. The duties of a legal secretary may consist of: taking dictation and transcribing letters, memoranda and reports, meeting office callers and screening telephone calls, filing and scheduling appointments. Opportunities for employment of the graduate exist in a variety of secretarial positions in the legal profession such as in lawyers' offices and state and government offices.

SECRETARIAL — LEGAL

Quarter
Hours
Credit

FIRST QUARTER

T-ENG	101	Grammar	3
T-BUS	102	Typewriting (or elective)	3
T-MAT	110	Business Mathematics	5
T-BUS	101	Introduction to Business	5
T-BUS	106	Shorthand (or elective)	4
			20

SECOND QUARTER

T-ENG	102	Composition	3
T-BUS	103	Typewriting (or elective)	3
T-BUS	107	Shorthand	4
T-BUS	120	Accounting	6
T-BUS	115	Business Law	3
			19

THIRD QUARTER

T-ENG	103	Report Writing	3
T-BUS	104	Typewriting	3
T-BUS	108	Shorthand	4
T-BUS	110	Office Machines	3
T-BUS	112	Filing	3
T-BUS	183L	Terminology and Vocabulary	3
			19

FOURTH QUARTER

T-ENG	204	Oral Communication	3
T-BUS	206L	Dictation and Transcription	4
T-BUS	205	Advanced Typewriting	3
T-BUS	211	Office Machines	3
T-EDP	104	Introduction to Data Processing	4
			17

FIFTH QUARTER

T-ENG	206	Business Communication	3
T-BUS	207L	Dictation and Transcription	4
T-BUS	214	Secretarial Procedures	4
		Social Science Elective	3
		Elective	3
			—
			17

SIXTH QUARTER

		Social Science Elective	3
T-BUS	208L	Dictation and Transcription	4
T-BUS	271	Office Management	3
		Elective	6
			—
			16

SECRETARIAL — EXECUTIVE

PURPOSE OF CURRICULUM

The Executive Secretary curriculum is designed to offer the students the necessary secretarial skills in typing, dictation, transcription, and terminology for employment in the business world. The special training in secretarial subjects is supplemented by related courses in mathematics, accounting, business law, and personality development. During the last quarter, the student engages in six hours of office application each week in a business office.

JOB DESCRIPTION

The graduate of the Executive Secretary Curriculum should have a knowledge of business terminology, skill in dictation, and accurate transcription of business letters and reports. The graduate may be employed as a stenographer or a secretary. Stenographers are primarily responsible for taking dictation and transcribing letters, memoranda, or reports. The secretary, in addition to taking dictation and transcribing, is given more responsibility in connection with meeting office callers, screening telephone calls, and being an assistant to an executive. She may enter a secretarial position in a variety of offices in business such as insurance companies, banks, marketing institutions, and financial firms.

SECRETARIAL — EXECUTIVE

			Quarter Hours Credit
FIRST QUARTER			
T-ENG	101	Grammar	3
T-BUS	102	Typewriting (Or Elective)	3
T-BUS	110	Business Mathematics	5
T-BUS	101	Introduction to Business	5
T-BUS	106	Shorthand	4
			20

SECOND QUARTER

T-ENG	102	Composition	3
T-BUS	103	Typewriting	3
T-BUS	107	Shorthand	4
T-BUS	120	Accounting	6
T-BUS	115	Business Law	3
			19

THIRD QUARTER

T-ENG	103	Report Writing	3
T-BUS	104	Typewriting	3
T-BUS	108	Shorthand	4
T-BUS	110	Office Machines	3
T-BUS	112	Filing	3
			16

FOURTH QUARTER

T-ENG	204	Oral Communication	3
T-BUS	206-E	Dictation and Transcription	4
T-BUS	205	Advanced Typewriting	3
T-BUS	211	Office Machines	3
T-EDP	104	Introduction to Data Processing Systems	4
			17

FIFTH QUARTER

T-ENG	206	Business Communication	3
T-BUS	207-E	Dictation and Transcription	4
T-BUS	214	Secretarial Procedures	4
		Social Science Elective	3
		Elective	6
			20

SIXTH QUARTER

		Social Science Elective	3
T-BUS	208-E	Dictation and Transcription	4
T-BUS	271	Office Management	3
		Elective	6
			16

SECRETARIAL — MEDICAL

PURPOSE OF CURRICULUM

The demand for better qualified medical secretaries in our ever-expanding medical profession is becoming more acute. The purpose of this curriculum is to outline a training program that will provide specialized training in the accepted procedures required by the medical profession and to enable persons to become proficient soon after accepting employment in the medical and health occupations.

The medical Secretary Curriculum is designed to offer the students the necessary secretarial skills in typing, dictation, transcription, and terminology for employment in the medical profession. The special training in secretarial subjects is supplemented by related courses in mathematics, accounting, business law, and personality development.

JOB DESCRIPTION

The graduate of the Medical Secretary Curriculum should have a knowledge of medical terminology, skill in dictation and accurate transcription of medical records, reports and letters. The duties of a medical secretary may consist of: taking dictation and transcribing letters, typing memoranda and reports, meeting office callers and screening telephone calls, filing, and scheduling appointments. The graduate may enter a secretarial position in a variety of offices such as physicians', private and public hospitals, federal and state health programs, and the drug and pharmaceutical industry.

SECRETARIAL — MEDICAL

FIRST QUARTER

			Quarter Hours Credit
T-ENG	101	Grammar	3
T-BUS	102	Typewriting (or elective)	3
T-MAT	110	Business Mathematics	5
T-BUS	101	Introduction to Business	5
T-BUS	106	Shorthand (or elective)	4
			20

SECOND QUARTER

T-ENG	102	Composition	3
T-BUS	103	Typewriting (or elective)	3
T-BUS	107	Shorthand	4
T-BUS	120	Accounting	6
T-BUS	115	Business Law	3
			19

THIRD QUARTER

T-ENG	103	Report Writing	3
T-BUS	104	Typewriting	3
T-BUS	108	Shorthand	4
T-BUS	110	Office Machines	3
T-BUS	112	Filing	3
T-BUS	183M	Terminology and Vocabulary (Medical)	3
			19

FOURTH QUARTER

T-ENG	204	Oral Communication	3
T-BUS	206M	Dictation and Transcription	4
T-BUS	205	Advanced Typewriting	3
T-BUS	211	Office Machines	3
T-EDP	104	Introduction to Data Processing	4
T-BUS	284M	Terminology and Vocabulary	3

20

FIFTH QUARTER

T-ENG	206	Business Communication	3
T-BUS	207M	Dictation and Transcription	4
T-BUS	214	Secretarial Procedures	4
		Social Science Elective	3
		Elective	3

17

SIXTH QUARTER

		Social Science Elective	3
T-BUS	208M	Dictation and Transcription	4
T-BUS	271	Office Management	3
		Elective	3

13

RADIOLOGIC TECHNOLOGY

PURPOSE OF CURRICULUM

This curriculum is designed to meet the ever-increasing need for technicians in the rapidly growing branch of medicine known as radiology. At present, many more technologists are needed than are being trained, and studies indicate that the shortage will become more critical in the years ahead. The aim of the Radiologic Technology course is to prepare qualified persons for positions in the area of x-ray technology or to enable them to go on, if they wish, into nuclear medicine and radiation therapy.

Students, who must be high school graduates, receive training that includes classroom study and work experience. Courses are given in anatomy, physiology, physics, radiographic-technique, radiographic procedures, and chemistry of processing solutions and darkroom techniques. In addition, courses are also offered in nursing, radiation protection, department administration, and equipment maintenance.

Graduates of the program are eligible for examination by the American Registry of Radiologic Technologists. After passing the examination, they are certified as registered technologists in x-ray technology and entitled to use the legal title "Registered Technologist," abbreviated R. T. They are then eligible for membership in the American Society of Radiologic Technologists, an organization dedicated to maintaining high educational standards of training and professional stature.

JOB DESCRIPTION

As a part of the radiology team, technologists play a vital role in a science dedicated to saving lives and alleviating human suffering. X-ray technologists work in hospitals, clinics, doctors' offices, public health

institutions, and industrial medical clinics. They assist specialist physicians, called radiologists, in the use of x-ray to examine for broken bones, ulcers, tumors, and disease or malfunction of various organs.

The x-ray technologist takes x-ray films, called radiographs. He adjusts x-ray equipment to the correct settings for a specific examination, positions the patient and makes the required number of radiographs, and develops and files them.

The x-ray technologist also aids the physician in administering chemical mixtures to the patient to make certain organs show up clearly in x-ray examinations. The technologist may need to use mobile x-ray equipment at a patient's bedside and in surgery.

A prospective radiologic technologist should like people and should be willing and able to tend the sick or disabled with tact and sympathy. He should be accurate and dependable and willing to continue his education beyond certification to keep up with the rapid advance in the field.

RADIOLOGIC TECHNOLOGY

	Contact Hours
FIRST QUARTER	
RT 1001 Radiologic Technology I	440
SECOND QUARTER	
RT 1002 Radiologic Technology II	440
THIRD QUARTER	
RT 1003 Radiologic Technology III	440
FOURTH QUARTER	
RT 1004 Radiologic Technology IV	440
FIFTH QUARTER	
RT 1005 Radiologic Technology V	440
SIXTH QUARTER	
RT 1006 Radiologic Technology VI	440
SEVENTH QUARTER	
RT 1007 Radiologic Technology VII	440
EIGHTH QUARTER	
RT 1008 Radiologic Technology VIII	440
Total	3520

RADIOLOGIC TECHNOLOGY

	Contact Hours Per Quarter	Credit Hours
FIRST QUARTER		
RADIOLOGIC TECHNOLOGY I	440	20
Professional Ethics		
Physics		
Anatomy and Physiology		
Radiation Protection		
Darkroom Chemicals and Techniques		
Principles of Radiographic Exposures		
Positioning		
Sterile Techniques and Nursing		
Film Critique		
Radiographic Accessories		
Medical Terminology		
Lab		

SECOND QUARTER

RADIOLOGIC TECHNOLOGY II	440	20
Physics		
Anatomy and Physiology		
Radiation Protection		
Principles of Radiographic Exposures		
Positioning		
Introduction to Therapy and Isotopes		
Film Critique		
Terminology		
Lab		

THIRD QUARTER

RADIOLOGIC TECHNOLOGY III	440	20
Anatomy and Physiology		
Principles of Radiographic Exposures		
Positioning		
Therapy and Isotopes		
Film Critique		
Terminology		
Contrast Media Procedures		
Pediatric Radiology		
Administrative Procedures		
Lab		

FOURTH QUARTER

RADIOLOGIC TECHNOLOGY IV	440	20
Lab—On the job training covering studies on first three quarters at North Carolina Memorial Hospital, Chapel Hill, North Carolina		

FIFTH QUARTER

RADIOLOGIC TECHNOLOGY V	440	16
Positioning		
Anatomy and Physiology		
Special Procedures		
Isotopes		
Therapy		
Film Critique		
Equipment Maintenance		
Lab		

SIXTH QUARTER

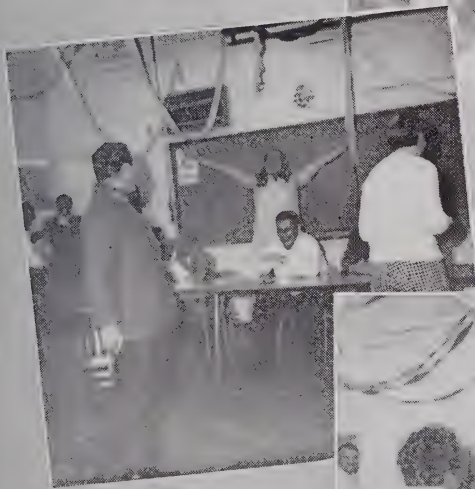
RADIOLOGIC TECHNOLOGY VI	440	16
Positioning		
Anatomy and Physiology		
Special Procedures		
Isotopes		
Therapy		
Film Critique		
Equipment Maintenance		
Lab		

SEVENTH QUARTER

RADIOLOGIC TECHNOLOGY VII	440	16
Principles of Teaching		
Radiological Mathematics		
Special Procedures		
Isotopes		
Therapy		
Film Critique		
Medical Writing		
Lab		

EIGHTH QUARTER

RADIOLOGIC TECHNOLOGY VIII	440	20
Lab—On the job training covering all subjects taken during entire program.		



VOCATIONAL PROGRAMS

DIPLOMA

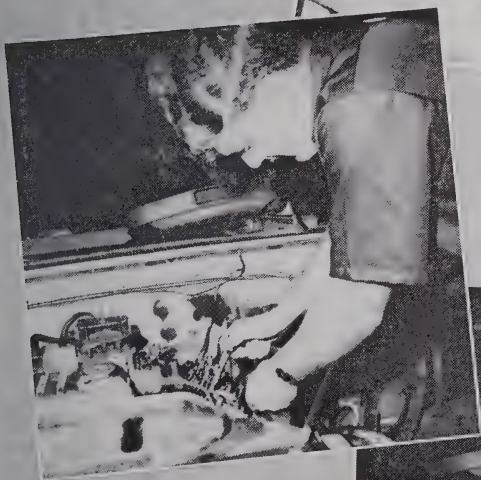
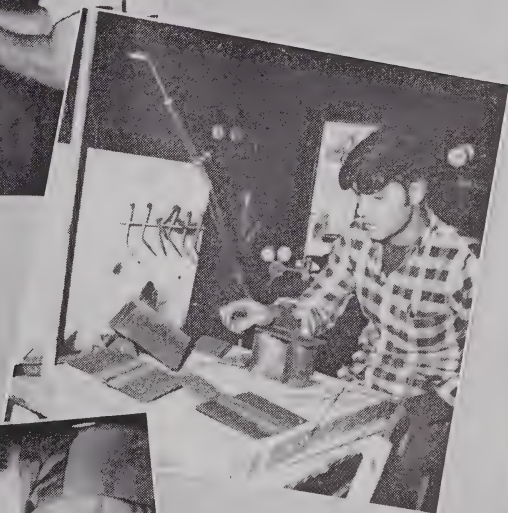
12 MONTHS

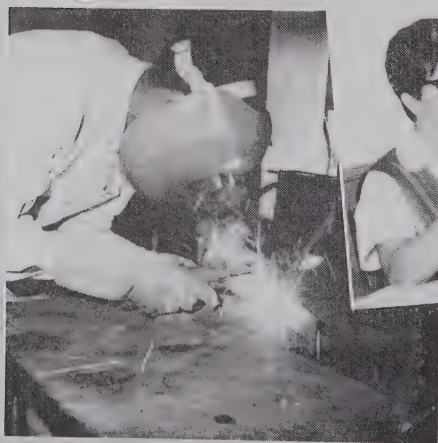
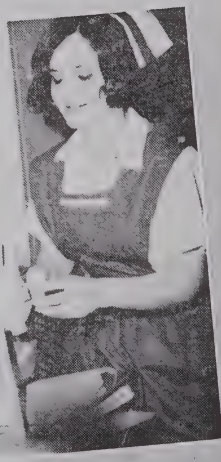
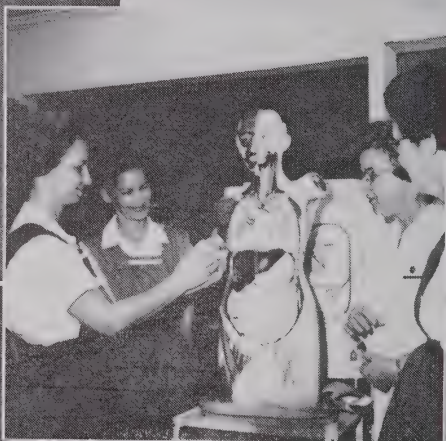
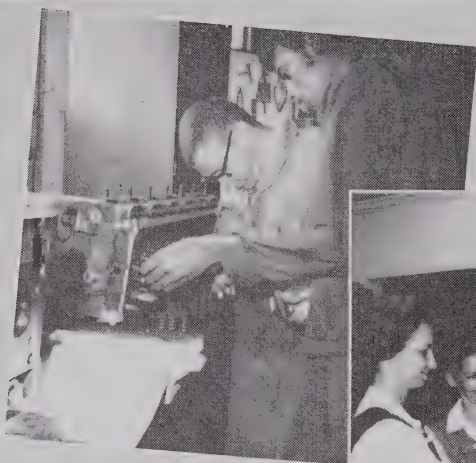
VOCATIONAL PROGRAMS

ADMISSION REQUIREMENTS

To be admitted to the Vocational Program, the applicant must meet the following requirements:

1. At least eighteen years of age, or sixteen with public school approval to attend.
2. Mechanical and physical aptitude necessary for the program he is undertaking.
3. A transcript of school work completed.





AUTO-DIESEL MECHANICS

PURPOSE OF CURRICULUM

This curriculum is designed to meet the increasing demands for personnel with a mechanical background in either the Automotive or Marine fields.

There is a great shortage in both fields now, and this will be more critical in the years to come.

The main purpose for this program is to prepare men for these needs, with hope that they may progress further into a specialty in one of these fields.

Students receive a given amount of classroom studies plus practical experience. Courses are given in Basic Blueprint Reading, Engine Fuel and Electrical Systems, Basic Hydraulics, Brake Systems, Auto Chassis and Suspensions Systems, Diesel and Gasoline Principles, Basic Arc and Gas Welding, Auto Power Train Systems, Diesel Accessories and Components, Auto Air Conditioning and Communication Skills. The above courses give the student a general coverage of the Automotive and Marine fields.

JOB DESCRIPTION

Automotive mechanics maintain and repair mechanical, electrical, and body parts of passenger cars, trucks, and buses. They repair and replace defective parts to restore vehicle or machine to proper operating condition.

Marine mechanics maintain and repair mechanical, electrical, hydraulic and pneumatic equipment used on boats and in industrial applications. Mechanics use shop manuals, manufacturers' maintenance manuals, and other technical publications.

Marine or Automotive mechanics in smaller shops or self-employed persons usually are general mechanics qualified to perform a variety of repair jobs. A large number of Marine or Automotive mechanics specialize in a particular type of repair work. For example, marine mechanics may specialize in electrical equipment, clutches and power train equipment or fuel injection servicing, where as an automotive mechanic may specialize in power steering, power brakes, or automatic transmissions. Usually such specialists have an all-round knowledge of their particular field so that they will be qualified to do other types of work.

AUTO-DIESEL

COURSE TITLE

**Quarter
Hours
Credit**

FIRST QUARTER

DSE	1146G	Diesel Engine Principles, Maintenance and Repair	10
ENG	1101A	Communications Skills	4
MAT	1101	Fundamentals of Math	5
DFT	1101	Basic Blueprint Reading	1
AUT	1121	Basic Hydraulics	2
			22

SECOND QUARTER

PME	1129	Marine Auxiliary Equipment	6
PME	1128	Power Train Systems	4
PME	1102	Fuel Systems	4½
ENG	1101B	Communication Skills	4
			18½

THIRD QUARTER

PME	1101	Automotive Engines	9
AUT	1123	Auto Chassis and Suspensions	4
AUT	1121	Basic Hydraulic and Braking Systems	4
ENG	1101C	Communication Skills	4
			21

FOURTH QUARTER

PME	1102	Engine Electrical Systems	4½
AUT	1124	Automotive Power Train Systems	6
WLD	1101	Basic Arc and Gas Welding	2
ENG	1101D	Communication Skills	4
			16½

PRACTICAL NURSING

PURPOSE OF CURRICULUM

The accelerated growth of population in North Carolina and rapid advancement in medical technology demand an increased number of well-trained personnel for health services. Realizing this need, the North Carolina Department of Community Colleges, in conjunction with local hospitals, administers programs of practical nurse education throughout the state.

The aim of the Practical Nurse Education Program is to prepare qualified persons for participation in care of patients of all ages, in various states of dependency, and with a variety of illness conditions.

Students are selected on the basis of demonstrated aptitude for nursing, as determined by pre-entrance tests, interviews with faculty members, high school record, character references, and reports of medical and dental examinations.

Throughout the one-year program, the student is expected to continuously acquire knowledge and understandings related to nursing and the biological and social sciences and to develop skills related to nursing practice, communications, inter-personal relations, and use of good judgment. Evaluation of student performance consists of tests on all phases of course content, evaluation of clinical performance, and evaluation of adjustment to the responsibilities of nursing. A passing score is required on all graded work, plus demonstrated progress in application of nursing skills to actual patient care.

Graduates of accredited programs of practical nurse education are eligible to take the licensing examinations given by the North Carolina Board of Nursing. This examination is given twice each year, usually in April and September. A passing score entitles the individual to receive a license and to use a legal title "Licensed Practical Nurse." The license must be renewed annually. The Licensed Practical Nurse can apply for licensure in other states on the basis of a satisfactory examination score, without repeating the examination.

JOB DESCRIPTION

The LPN is prepared to function in a variety of situations: hospitals of all types, nursing homes, clinics, doctors' and dentists' offices and, in some localities, public health facilities. In all situations the LPN functions under supervision of a registered nurse and/or licensed physician. This supervision may be minimal in situations where the patient's condition is stable and not complex; or it may consist of continuous direction in situations requiring the knowledge and skills of the registered nurse or physician. In the latter situation, the LPN may function in an assisting role in order to avoid assuming responsibility beyond that for which the one-year program can prepare the individual.

Job requirements for the Licensed Practical Nurse include suitable personal characteristics, ability to adapt knowledge and understandings of nursing principles to a variety of situations, technical skills for performance of bedside nursing, appreciation for differences of people and for the worth of every individual, a desire to serve and help others, and readiness to conform to the requirements of nursing ethics and hospital policies.

PRACTICAL NURSING

COURSE TITLE

		Contact Hours Per Quarter
FIRST QUARTER		
NUR 1001	Practical Nursing I	330
SECOND QUARTER		
NUR 1002	Practical Nursing II	396
THIRD QUARTER		
NUR 1003	Practical Nursing III	396
FOURTH QUARTER		
NUR 1004	Practical Nursing IV	396
		Total 1518

WELDING

PURPOSE OF CURRICULUM

This curriculum was developed to fill the tremendous need for welders in North Carolina. The recently completed Manpower Survey shows quite clearly that many welders will be needed annually to fill present and projected vacancies in the State.

The content of this curriculum is designed to give students sound understandings of the principles, methods, techniques and skills essential for successful employment in the welding field and metals industry.

The field of welding offers a person prestige, security and a future of continuous employment with steady advancement. It offers employment in practically any industry: shipbuilding, automotive, aircraft, guided missiles, railroads, construction, pipe fitting, radio and many others.

JOB DESCRIPTION

Welders join metals by applying intense heat, and sometimes pressure, to melt the edges to form a permanent bond. Closely related to welding is

“oxygen cutting.” Of the more than 35 different ways of welding metals, arc, gas, and resistance welding are the three most important.

The principle duty of the welder using manual techniques is to control the melting by direct heat, from electric arc or gas welding torch, and to add filler metal where necessary to complete the joint. He should possess a great deal of manipulative skill with a knowledge of jigs, welding symbols, mathematics, basic metallurgy and blueprint reading.

WELDING

FIRST QUARTER			Quarter Hours Credit
MAT	1101	Fundamentals of Mathematics	5
PHY	1101	Applied Science	4
ENG	1101	Reading Improvement	2
DFT	1104	Blueprint Reading: Mechanical	1
WLD	1120	Oxyacetylene Welding and Cutting	7
			19

SECOND QUARTER

ENG	1102	Communication Skills	3
MAT	1103	Geometry	3
DFT	1117	Blueprint Reading: Welding	1
PHY	1102	Applied Science	4
WLD	1121	Arc Welding	7
			18

THIRD QUARTER

WLD	1112	Mechanical Testing & Inspection	2
PSY	1101	Human Relations	3
WLD	1123	Inert Gas Welding	2
WLD	1124	Pipe Welding	7
DFT	1118	Pattern Development & Sketching	1
			—
			15

FOURTH QUARTER

WLD	1122	Commercial & Industrial Practices	6
WLD	1125	Certification Practices	5
MEC	1112	Machine Shop Processes	2
BUS	1105	Industrial Organization	3
			—
			16

**DESCRIPTION
OF
COURSES**

AUTOMOTIVE

		Hours Per Week		Quarter
		Class	Lab	Hours Credit
PME 1101	Internal Combustion Engine	3	12	7
	Development of a thorough knowledge and ability in using, maintaining, and storing the various hand tools and measuring devices needed in engine repair work. Study of the construction and operation of components of internal combustion engines. Testing of engine performance; servicing and maintenance of pistons, valves, cams and camshafts, fuel and exhaust systems, cooling systems; proper lubrication; and methods of testing, diagnosing and repairing.			
	Prerequisite: None.			
PME 1102	Engine Electrical and Fuel Systems	5	12	9
	A thorough study of the electrical and fuel systems of the automobile. Battery cranking mechanism, generator, ignition, accessories and wiring; fuel pumps, carburetors, and fuel injectors. Characteristics of fuels, types of fuel systems, special tools, and testing equipment for the fuel and electrical system.			
	Prerequisite: PME 1101.			
AUT 1121	Braking Systems	3	3	4
	A complete study of various braking systems employed on automobiles and light weight trucks. Emphasis is placed on how they operate, proper adjustment, and repair.			
	Prerequisite: PHY 1102.			
AUT 1123	Automotive Chassis and			
	Suspension Systems	3	9	6
	Principles and functions of the components of automotive chassis. Practical job instruction on adjusting and repairing of suspension and steering systems. Units to be studied will be shock absorbers, springs, steering systems, steering linkage, and front end alignment.			
	Prerequisite: PME 1102.			
AUT 1124	Automotive Power Train Systems	3	9	6
	Principles and functions of automotive power train systems: Clutches, transmission gears, torque converters, drive shaft assemblies, rear axles and differentials. Identification of troubles, servicing, and repair.			
	Prerequisite: PHY 1102, AUT 1123.			
AUT 1125	Automotive Servicing	3	9	6
	Emphasis is on the shop procedures necessary in determining the nature of troubles developed in the various component systems of the automobile. Troubleshooting of automotive systems, providing a full range of experiences in testing, adjusting, repairing and replacing.			
	Prerequisites: AUT 1123, AUT 1121, AHR 1101.			

BUSINESS

**Quarter
Hours Credit**

T-BUS 101	Introduction to Business	5
	A survey of the business world with particular attention devoted to the structure of the various types of business organization, methods of financing, internal organization, and management. Prerequisite: None.	
T-BUS 102	Typewriting	3
	Introduction to the touch typewriting system with emphasis on correct techniques, mastery of the keyboard, simple business correspondence, tabulation, and manuscripts. Prerequisites: None.	
T-BUS 103	Typewriting	3
	Instruction emphasizes the development of speed and accuracy with further mastery of correct typewriting techniques. These skills and techniques are applied in tabulation, manuscript, correspondence, and business forms. Prerequisite: T-BUS 102 or equivalent. Speed requirement, 30 words per minute for five minutes.	
T-BUS 104	Typewriting	3
	Emphasis on production typing problems and speed building. Attention to the development of the student's ability to function as an expert typist, producing mailable copies. The production units are tabulation, manuscript, correspondence, and business forms. Prerequisite: T-BUS 103 or equivalent. Speed requirement, 40 words per minute for five minutes.	
T-BUS 106	Shorthand	4
	A beginning course in the theory and practice of reading and writing shorthand. Emphasis on phonetics, penmanship, word families, brief forms, and phrases. Prerequisite: None.	
T-BUS 107	Shorthand	4
	Continued study of theory with greater emphasis on dictation and elementary transcription. Prerequisite: T-BUS 106 or the equivalent.	
T-BUS 108	Shorthand	4
	Theory and speed building. Introduction to office style dictation. Emphasis on development of speed in dictation and accuracy in transcription. Prerequisite: T-BUS 107.	

T-BUS 110	Office Machines	3
	A general survey of the business and office machines. Students will receive training in techniques, processes, operation and application of the ten-key adding machines, full keyboard adding machines, and calculator. Prerequisite: None.	
T-BUS 112	Filing	3
	Fundamentals of indexing and filing, combining theory and practice by the use of miniature letters, filing boxes and guides. Alphabetic Triple Check, Automatic, Geographic, Subject, Soundex and Dewey Decimal filing. Prerequisite: None.	
T-BUS 115	Business Law	
	A general course designed to acquire certain fundamentals and principles including contracts, negotiable instruments, and agencies. Prerequisite: None.	
T-BUS 116	Business Law	3
	Includes the study of laws pertaining to bailments, sales, risk-bearing, partnership-corporation, mortgages, and property rights. Prerequisite: T-BUS 115.	
T-BUS 120	Accounting	6
	Principles, techniques and tools of accounting, for understanding of the mechanics of accounting. Collecting, summarizing, analyzing, and reporting information about service and mercantile enterprises, to include practical application of the principles learned. Prerequisite: T-MAT 110	
T-BUS 121	Accounting	6
	Partnership and corporation accounting including a study of payrolls, federal and state taxes. Emphasis is placed on the recording, summarizing and interpreting data for Management control rather than on bookkeeping skills. Accounting services are shown as they contribute to the recognition and solution of management problems. Prerequisite: T-BUS 120.	
T-BUS 123	Business Finance	3
	Financing of business units, as individuals, partnerships, corporations, and trusts. A detailed study is made of short-term, long-term, and consumer financing. Prerequisite: None.	

- T-BUS 124 Business Finance 3**
- Financing federal, state, and local government and the ensuing effects upon the economy. Factors affecting supply of funds, monetary and credit policies.
Prerequisite: T-BUS 123.
- T-BUS 205 Advanced Typewriting 3**
- Emphasis is placed on the development of individual production rates. The student learns the techniques needed in planning and in typing projects that closely approximate the work appropriate to the field of study. These projects include review of letter forms, methods of duplication, statistical tabulation, and the typing of reports, manuscripts and legal documents.
Prerequisite: T-BUS 104. Speed requirement, 50 words per minute for five minutes.
- T-BUS 206E Dictation and Transcription 4**
- Develops the skill of taking dictation and of transcribing at the typewriter materials appropriate to the course of study, which includes a review of the theory and the dictation of familiar and unfamiliar material at varying rates of speed. Minimum dictation rate of 80 words per minute required for five minutes on new material.
Prerequisite: T-BUS 108.
- T-BUS 207E Dictation and Transcription 4**
- Covering materials appropriate to the course of study, the student develops the accuracy, speed, and vocabulary that will enable her to meet the stenographic requirements of business and professional offices. Minimum dictation rate of 90 words per minute required for five minutes on new material.
Prerequisite: T-BUS 206.
- T-BUS 208E Dictation and Transcription 4**
- Principally a speed building course, covering materials appropriate to the course of study, with emphasis on speed as well as accuracy. Minimum dictation rate of 100 words per minute required for five minutes on new material.
Prerequisite: T-BUS 207.
- T-BUS 211 Office Machines 3**
- Instructions in the operation of the bookkeeping-accounting machines, duplicating equipment, and the dictating and transcribing machines.
Prerequisite: T-BUS 110.
- T-BUS 214 Secretarial Procedures 4**
- Designed to acquaint the student with responsibilities encountered by a secretary during the work day. These include the following: receptionist duties, handling the mail, telegrams, office records, purchasing of supplies, office organization, and insurance claims.
Prerequisite: None.

T-BUS 215E	Office Application	6
	During the sixth quarter only, students are assigned to work in a business, technical, or professional office for six hours per week. The objective is to provide actual work experience for secretarial students and an opportunity for the practical application of skills and knowledge previously learned, according to the course of study. Prerequisites: T-BUS 214, T-BUS 205, T-BUS 208, T-BUS 211.	
T-BUS 215M	Office Application	6
	During the sixth quarter only, students are assigned to work in a business, technical, or professional office for work experience for secretarial students and an opportunity for the practical application of skills and knowledge previously learned, according to the course of study. Prerequisites: T-BUS 214, T-BUS 205, T-BUS 208, T-BUS 211.	
T-BUS 219	Credit Procedures and Problems	3
	Principles and practices in the extension of credit; collection procedures; laws pertaining to credit extension and collection are included. Prerequisite: T-BUS 120.	
T-BUS 229	Taxes	4
	Application of federal and state taxes to various businesses and business conditions. A study of the following taxes: income, payroll, intangible, capital gain, sales and use, excise, and inheritance. Prerequisite: T-BUS 121.	
T-BUS 232	Sales Development	3
	A study of retail, wholesale and specialty selling. Emphasis is placed upon mastering and applying the fundamentals of selling. Preparation for and execution of sales demonstrations required. Prerequisite: None.	
T-BUS 235	Business Management	3
	Principles of business management including overview of major functions of management, such as planning, staffing, controlling, directing, and financing. Clarification of the decision-making function versus the operating function. Role of management in business—qualifications and requirements.	
T-BUS 239	Marketing	3
	A general survey of the field of marketing, with a detailed study of the functions, policies, and institutions involved in the marketing process. Prerequisite: None.	

T-BUS 243	Advertising	4
The role of advertising in a free economy and its place in the media of mass communications. A study of advertising appeals; product and market research; selection of media; means of testing effectiveness of advertising. Theory and practice of writing advertising copy for various media. Prerequisite: None.		
T-BUS 271	Office Management	3
Presents the fundamental principles of office management. Emphasis on the role of office management including its functions, office automation, planning, controlling, organizing and actuating office problems. Prerequisite: None.		
T-BUS 272	Principles of Supervision	3
Introduces the basic responsibilities and duties of the supervisor and his relationship to superiors, subordinates, and associates. Emphasis on securing an effective work force and the role of the supervisor. Methods of supervision are stressed. Prerequisite: None.		
T-BUS 1105	Industrial Organizations	3
Methods, techniques, and practices of modern management in planning, organizing and controlling operations of a manufacturing concern. Introduction to the competitive system and the factors constituting product cost.		

DATA PROCESSING

**Quarter
Hours Credit**

T-EDP 104	Introduction to Electronic Data Processing Systems	4
A study of the fundamental concepts and operational principles of data processing system. They are presented as an aid in developing a basic knowledge of computers as a prerequisite to the detail study of a particular system. This course also provides a general knowledge of computing systems and is prerequisite for all programming courses. Prerequisite: None.		

DRAFTING—MECHANICAL

		Quarter Hours Credit
DFT 1101	Schematics and Diagrams: Power Mechanics Interpretation and reading of schematics and diagrams. Development of ability to read and interpret blueprints, charts, instruction and service manuals, and wiring diagrams. Information on the basic principles of lines, views, dimensioning procedures, and notes. Prerequisite: None.	1
DFT 1104	Blueprint Reading: Mechanical Interpretation and reading of blueprints. Information on the basic principles of this blueprint; lines, views, dimensioning procedures, and notes. Prerequisite: None.	1
DFT 1117	Blueprint Reading: Welding A thorough study of trade drawings in which welding procedures are indicated. Interpretation, use, and application of welding symbols, abbreviations, and specifications. Prerequisite: DFT 1104.	1
DFT 1118	Pattern Development and Sketching Continued study of welding symbols; methods used in layout of sheet steel; sketching of projects, jigs and holding devices involved in welding. Special emphasis is placed on developing pipe and angle layouts by the use of patterns and templates. Prerequisite: None.	1

ECONOMICS

		Quarter Hours Credit
T-ECO 102	Economics The fundamental principles of economics including the institutions and practices by which people gain a livelihood. Included is a study of the laws of supply and demand and the principles bearing upon production, exchange, distribution, and consumption both in relation to the individual enterprise and to society at large. Prerequisite: None.	3
T-ECO 104	Economics Greater depth in principles of economics, including a penetration into the composition and pricing of national output, distribution of income, international trade and finance, and current economic problems. Prerequisite: T-ECO 102.	3

ENGLISH

Quarter
Hours Credit

T-ENG 101	Grammar 3 Designed to aid the student in the improvement of self-expression in grammar. The approach is functional with emphasis on grammar, diction, sentence structure, punctuation, and spelling. Intended to stimulate students in applying the basic principles of English grammar in their day-to-day situations in industry and social life. Prerequisite: None.
T-ENG 102	Composition 3 Designed to aid the student in the improvement of self-expression in business and technical composition. Emphasis is on the sentence, paragraph, and whole composition. Prerequisite: T-ENG 101.
T-ENG 103	Report Writing 3 The fundamentals of English are utilized as a background for the organization and techniques of modern report writing. Exercises in developing typical reports, using writing techniques and graphic devices, are completed by the students. Practical application in the preparation on a full-length report is required of each student at the end of the term. This report must have to do with something in his chosen curriculum. Prerequisite: T-ENG 102.
T-ENG 204	Oral Communication 3 A study of basic concepts and principles of oral communications to enable the student to communicate with others. Emphasis is placed on the speaker's attitude, improving diction, voice, and the application of particular techniques of theory to correct speaking habits and to produce effective oral presentation. Particular attention given to conducting meetings, conferences, and interviews. Prerequisite: T-ENG 101.
T-ENG 206	Business Communication 3 Develops skills in techniques in writing business communications. Emphasis is placed on writing action-getting sales letters and prospectuses; business reports; summaries of business conferences; and letters involving credit, collection, adjustment, complaint, orders, acknowledgement, remittances, and inquiry. Prerequisite: T-ENG 102.
T-ENG 1101	Reading Improvement 2 Designed to improve the student's ability to read rapidly and accurately. Special machines are used for class drill to broaden the span of recognition, to increase eye coordination and word group recognition and to train for comprehension in larger units.
T-ENG 1102	Communication Skills 3 Designed to promote effective communication through correct language usage in speaking and writing.

MARINE ENGINES

COURSE DESCRIPTION

		Quarter Hours Credit
PME 1101	Marine Engines Development of a thorough knowledge in using, maintaining and storing the various hand tools and measuring devices needed in marine engine repair work. Study of the construction and operation of components of marine engines. Testing of engine performance; servicing and maintenance of pistons, valves, cams, camshafts, fuel and exhaust systems, cooling systems, proper lubrication; and methods of testing, diagnosing and repairing.	7
PME 1102	Fuel Systems A thorough study of fuel pumps, carburetors, and fuel injection systems. Characteristics of fuels, types of fuel systems, special tools, and testing equipment for the fuel system for marine engines.	4
PME 1128	Power Train Systems Power train systems: hydraulic and mechanical clutches, reduction gears, thrust bearing assembly, coupling, propeller shaft, and bearings, stuffing boxes and stern bearings. Engine installation, alignment, and security. Prerequisite: PME 1102.	4
PME 1129	Marine Auxiliary Equipment A comprehensive study of marine auxiliary equipment, such as pumps, compressors, generators, electrical steering apparatus, anchor windlass, rigging, and booms. Laboratory and shop practices in the repair and operation of this equipment, and in preventative maintenance. Prerequisite: PHY 1102.	6
AUT 1121	Basic Hydraulics Theory and application of hydraulic systems. A study of pumps, lines, and valves used with equipment for marine and automotive applications.	2
DFT 1101	Schematics and Diagrams: Power Mechanics Interpretation and reading of schematics and diagrams. Development of ability to read and interpret blueprints, charts, instruction and service manuals, and wiring diagrams. Information on the basic principles of lines, views, dimensioning procedures, and notes. Prerequisite: None.	1

MATHEMATICS

**Quarter
Hours Credit**

- | | | |
|------------|--|---|
| T-MAT 110 | Business Mathematics
This course stresses the fundamental operations and their application to business problems. Topics covered include payrolls, price marking, interest and discount, commission, taxes, and pertinent uses of mathematics in the field of business. | 5 |
| T-MAT 1101 | Fundamentals of Mathematics
Practical number theory. Analysis of basic operations: addition, subtraction, multiplication, and division. Fractions, decimals, powers and roots, percentages, ratio and proportion. Plane and solid geometric figures used in industry; measurement of surfaces and volumes. Introduction to algebra used in trade. Practice in depth. Prerequisite: None. | 5 |

MECHANICS

**Quarter
Hours Credit**

- | | | |
|----------|--|---|
| MEC 1112 | Machine Shop Processes
To acquaint the student with the procedures of layout work and the correct use of hand and machine tools. Experiences in the basic fundamentals of drill press and lathe operation; hand grinding of drill bits and lathe operation; set-up work applied to the trade. Prerequisite: None. | 2 |
| MEC 1113 | Shop Processes
Study of practices used in metalworking shops: introduction to how materials can be utilized, and to the processes of shaping, forming, and fabricating of metals. Demonstration of the metalworking lathes, grinders, drills, milling machines, shapers, planers, saws, broachers, gear cutting machines and finishing machines. A study of the capabilities of these machines. | 3 |
| MEC 1114 | Shop Processes
Comparison of the unit-production and mass-production systems. Casting, forging and allied processes, welding and sheet metal working processes are demonstrated and discussed. Mass-production methods are studied in relationship to precision dimensional control. | 3 |
| MEC 1115 | Treatment of Ferrous Metals
Investigates the properties of ferrous metals and tests to determine their uses. Instructions will include some chemical metallurgy to provide a background for the understanding of the physical metallurgy of ferrous metals, producing iron and steel, surface treatments, alloy of special steel, classification of steels, and cast iron will be topics of study. | 3 |
| MEC 1116 | Treatment of Non-Ferrous Metals
Continuation of the study of physical metallurgy. The non-ferrous metals; bearing metals (brass, bronze, lead) light metals (aluminum and magnesium) and copper and its alloys are studied. Power metallurgy, titanium, zirconium, idium and vanadium are included in this course. | 3 |

PRACTICAL NURSING

**Contact Hours
Per Quarter**

FIRST QUARTER

NUR 1001 Practical Nursing I

330

Designed to assist students in acquiring the knowledge, understandings, appreciations, and attitudes basic to effective nursing of patients of all ages and backgrounds. Emphasis is on nursing needs arising both from the individuality of the patient and from inability for self-care as a result of a health deviation. Patient-centered studies include analysis of patient needs, both through classroom study of hypothetical patient situations and through planned experiences in the clinical environment. Beginning skills in nursing methods are developed through planned laboratory practice and supervised patient care.

OBJECTIVES: To assist beginning students in practical nursing to acquire basic knowledge from nursing and related subject areas and to begin to develop the skills needed for safe and effective bedside care of patients in a state of dependency due to health deviations.

COURSE MATERIAL: Nursing—History

Introduction to Patient Care

Health—Personal, Physical and Mental

Family

Community

Basic Science—Body Structure and Function

Bacteriology

Basic Nutrition

Vocational Adjustments—Introduction to Ethics

Legal Aspects of Nursing

Communications and Human Relations

PREREQUISITE: Admission requirements.

NUR 1002 Practical Nursing II

396

Designed to introduce the student to deviations from normal, to nursing methods and therapeutic procedures, and to clinical specialties. Continued patient-centered study, with introduction of the illness condition as an additional source of nursing needs. Increased emphasis on clinical activities and selected patient care.

OBJECTIVES: To assist practical nursing students to acquire further knowledge and understanding and to develop further skills needed for rendering safe and effective nursing care to selected patients of all ages.

COURSE MATERIAL: Medical-Surgical Nursing—Patient Care

Therapeutic Methods,
including administration
of oral medications.

Introduction to Maternity Nursing

Introduction to Nursing the Sick Child

Communications and Human Relations

Prerequisite: NUR 1001.

THIRD QUARTER

NR 1003 Practical Nursing III

396

Designed to acquaint the student with common illness conditions, related nursing needs and therapeutic methods, and role of the practical nurse in care of patients with specific conditions. Learning situations are selected to illustrate commonalities with a wide variety of similar conditions and to promote student awareness of similarities and differences. Clinical practice emphasizes student experience in care of subacutely ill patients with a wide variety of illnesses, correlated with classroom studies insofar as possible.

OBJECTIVES: To assist practical nursing students to acquire knowledge of common disease conditions and to develop beginning skills in rendering nursing care to patients of all ages with specific needs arising from the illness and/or therapy.

COURSE MATERIAL: Common Medical—Surgical Conditions
Care of the Subacutely Ill Child
Care of Maternity Patients and Newborn Infants
with Complications

Prerequisite: NUR 1002.

FOURTH QUARTER

NUR 1004 Practical Nursing IV

396

Designed to introduce the student to care of patients with complex nursing needs and to the assisting role of the practical nurse in situations requiring judgments based on depth of knowledge. Clinical practice includes supervised care of labor patients and seriously ill adults and children.

OBJECTIVES: To assist practical nursing students to acquire knowledge of needs of seriously ill patients, to develop beginning skills in assisting the registered nurse and/or physician in complex nursing situations, and to make the transition to the role of graduate practical nurse.

COURSE MATERIAL: Needs of the Seriously Ill Patient
Needs of Patients in Immediate Post-Operative
Period
Needs of the Labor Patient
Needs of the Seriously Ill Child
Assuming the Role of Graduate Practical Nurse

Prerequisite: NUR 1003.

PHYSICS

Quarter
Hours Credit

PHY 1101	Applied Science	4
	An introduction to physical principles and their application in industry. Topics in this course include measurement; properties of solids, liquids, and gasses; basic electrical principles.	
PHY 1102	Applied Science	4
	The second in a series of two courses of applied physical principles. Topics introduced in this course are heat and thermometry, and principles of force, motion, work, energy, and power.	

PSYCHOLOGY

Quarter
Hours Credit

T-PSY 112

Personality Development

3

Designed to help the student recognize the importance of the physical, intellectual, social, and emotional dimensions of personality. Emphasis is placed on grooming and methods of personality improvement.

Prerequisite: None.

PSY 1101

Human Relations

3

A study of basic principles of human behavior. The problems of the individual are studied in relation to society, group membership, and relationships within the work situation.

RADIOLOGIC TECHNOLOGY

Physics

Detailed study of x-ray and radium physics from basic electricity, structure of matter, to x-ray generation.

Anatomy and Physiology

Complete study of the entire human body and the function of each organ within the body.

Positioning

Study of all the positions necessary for presenting the Radiologist with the film he needs to make a diagnosis.

Film Critique.

Critique of student films which they take in the Radiology Department.

Radiation Protection

Study of the various methods of protecting the patient as well as the technician from an over exposure to x-rays.

Medical Terminology

Study of and learning of all medical terms used in the Radiology field.

Therapy and Isotopes

Study of the machines and methods employed in treating and diagnosing a patients' illness. Handling of radioactive isotopes, control of the Beatron Cobalt 60 and many other therapy units.

Darkroom, Chemicals and Techniques

Detailed study of film developing procedures as well as proper film handling.

Principles of Radiographic Exposures

Study of proper x-ray machine handling and how much radiation it takes to give you a proper film of the various parts of the body.

Contrast Media Procedures

Methods of injecting or swallowing a medium which will cause a certain organ, normally invisible, on an x-ray film to be seen.

Special Procedures

Special studies used to help in diagnosis. Motion pictures of certain part within the body, films obtained by use of rapid film changes (ex. 12 films sec.). Some of these procedures include: Cardiac Catheterization, Carotid Arteriograms, Pneumo encephalograms, Femoral Arteriograms just to mention a few.

Administrative Procedures

Study of departmental functions, scheduling patients for examinations, patient records, film filing, etc.

Pediatric Radiology

Special studies of techniques used in x-raying children.

Lab

On the job training of the student in a Department of Radiology.

Equipment Maintenance

Study of minor services which technicians perform on the x-ray machines and Automatic Processor.

Principles of Teaching

Study of various methods of teaching in order for the student to be able to assist in teaching some of the subjects which he has been taught when he goes to work in a Radiology Department as a Registered Technician.

Medical Writing

Designed to teach the student technician the proper methods of writing a paper as well as presenting it.

Radiological Mathematics

A review of basic mathematics to include the use of the slide rule and various formulas used when dealing with radiation.

SOCIOLOGY
COURSE DESCRIPTION

SOC 1103	Small Business Operations	3
	An introduction to the business world, problems of small business operation, basic business law, business forms and records, financial problems, ordering and inventoring, lay-out of equipment and offices, methods of improving business, and employer-employee relations.	
	Prerequisite: None.	

WELDING
COURSE DESCRIPTION

		Quarter Hours Credit
WLD 1101	Basic Gas Welding	1
	Welding demonstrations by the instructor and practice by students in the welding shop. Safe and correct methods of assembling and operating the welding equipment. Practice will be given for surface welding, bronze welding, silver soldering, and flame-cutting methods applicable to mechanical work.	
	Prerequisite: None.	
WLD 1112	Mechanical Testing and Inspection	3
	The standard methods for mechanical testing of welds. The student is introduced to the various types of tests and testing procedures and performs the details of the test which will give adequate information as to the quality of the weld. Types of tests to be covered are: bend, destructive, free-bend, guide-bend, nick-tear, notched-bend, tee-bend, nondestructive, V-notch Charpy impact, etc.	

WLD 1120	Oxacetylene Welding and Cutting	7
	Introduction to the history of oxyacetylene welding, the principles of welding and cutting, nomenclature of the equipment, assembly of the units. Welding procedures such as practice of puddling and carrying the puddle, running flat beads, butt welding in the flat, vertical, and overhead position, brazing, hard and soft soldering. Safety procedures are stressed throughout the program of instruction in the use of tools and equipment. Students perform mechanical testing and inspection to determine quality of the welds. Prerequisite: None.	
WLD 1121	Arc Welding	7
	The operation of A. C. transformers and D. C. motor generators arc welding sets. Studies are made of welding heats, polarities, and electrodes for use in joining various metal alloys by the arc welding process. After the student is capable of running beads, butt and fillet welds in all positions, they are made and tested in order that the student may detect his weaknesses in welding. Safety procedures are emphasized throughout the course.	
WLD 1122	Commercial and Industrial Practices	6
	Designed to build skills through practices in simulated industrial processes and techniques: sketching and laying out on paper the size and shape description, listing the procedure steps necessary to build the product, and then actually following these directions to build the product. Emphasis is placed on maintenance, repairing worn or broken parts by special welding applications, field welding and nondestructive tests and inspection. Prerequisites: WLD 1120, WLD 1121.	
WLD 1123	Inert Gas Welding	2
	Introduction and Practical operations in the use of inert-gas-shield arc welding. A study will be made of: equipment, operation, safety and practice in the various positions. A thorough study of such topics as: principles of operation, shielding gases, filler rods, process variations and applications, manual and automatic welding will be made.	
WLD 1124	Introduction to Pipe Welding	7
	Designed to provide practice in the welding of pressure piping in the horizontal, vertical, and horizontal fixed position using shielded metal arc welding processes according to Section IX of the ASME code.	
WLD 1125	Certification Practices	5
	This course involves practice in welding the various materials to meet certification standards. The student uses various tests including the guided bend and the tensile strength tests to check the quality of his work. Emphasis is placed on attaining skill in producing quality welds. Prerequisites: WLD 1120, WLD 1121, WLD 1123, WLD 1124.	

Upon completion of the welding program, qualified persons may become certified at the Carteret Technical Institute. Certification is given according to the standard of the North Carolina State Highway Commission and the American Welding Society.

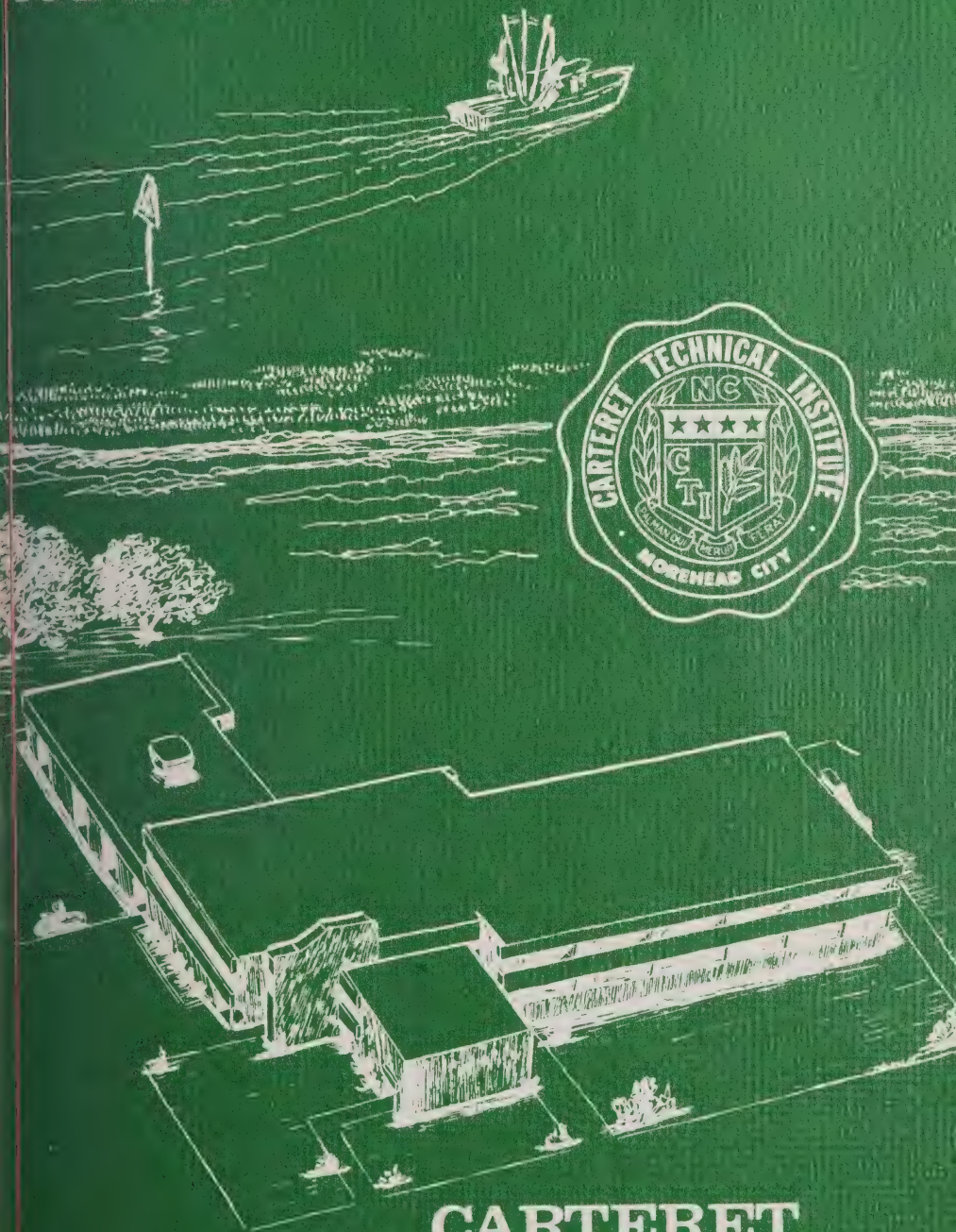


Architectural Drawing of New Building

P. O. BOX 350
MOREHEAD CITY, N. C. 28557

GENERAL CATALOG

1972-1973



CARTERET TECHNICAL INSTITUTE

MOREHEAD CITY, N. C. 28557

CARTERET TECHNICAL INSTITUTE

GENERAL CATALOG

1972 - 1973

Highway 70 West
MOREHEAD CITY, N. C. 28557
Post Office Box 849
Telephone 726-5756
726-6302

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FOREWORD

Technical and vocational education is an essential part of man's continuous striving to better himself. In our changing world of the machine age, man is becoming more and more dependent on the technician to keep the machines serviced and maintained.

The State of North Carolina has taken steps to eliminate shortages in the labor force by establishing institutes to train and equip the labor force to meet the demands of any level of employment.

One of the aims and objectives of Carteret Technical Institute, is to provide technical training, with an emphasis on an upgrading program as well as special and supervisory training.

The Carteret Technical Institute offers a wide variety of programs designed to meet the needs of all the people in our community.

The purpose of this catalog is to provide general information on the courses offered by Carteret Technical Institute. Anyone wishing additional information may obtain it by writing or calling the Institute.

CARTERET TECHNICAL INSTITUTE

BOARD OF TRUSTEES

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(Chairman)	
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STAFF

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Julian M. Brown	Director of Continuing Education
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Thomas Williams	Business Manager
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Catherine T. Piner	Secretary
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FACULTY

Gurney Mizel, Jr., R. T.	X-Ray Technology
Paulette Powell, R. T.	X-Ray Technology
Ruth Morris, R. N.	Practical Nursing
Juanita Matthews	Developmental Studies
Raymond Rudder	Welding
Bryan Stanley	Welding
Gary Plough	Diesel Mechanics
Samuel Joyner	Auto Mechanics
Grady Davis	Business
Joseph Grantham	English
Parker Bryant	General Education
Charles Russell	Business
Gerald Harrell	Cosmetology
Lois Henderson	Cosmetology
James Sterling	Fishery Technology

PART-TIME FACULTY

Sylvia Davis	Practical Nursing
Ann Russell	Developmental Studies
Florence Griffin	Business
Janet Plough	Business
Lance Smith	Outboard and Small Engines
Gerald M. Fulcher	Business
Jo Ann Salter	Business
Jane K. Sterling	Nurse's Assistant

GENERAL INFORMATION



CARTERET TECHNICAL INSTITUTE

SCHOOL CALENDAR

1972-73

FALL QUARTER

THURSDAY, SEPTEMBER 7—WEDNESDAY, NOVEMBER 22

Tues. & Wed., Sept. 5 & 6	Teacher-Student Orientation and Student Registration
Thurs., Sept. 7	First Day of Classes
Wed., Sept. 13	Last Day to Register, Drop, or add a Course
Wed., Nov. 22	Last Day of Classes
Thurs. & Fri., Nov. 23 & 24	Thanksgiving Holidays

WINTER QUARTER

TUESDAY, NOVEMBER 28—TUESDAY, FEBRUARY 27

Mon., Nov. 27	Student Registration
Tues., Nov. 28	First Day of Classes
Mon., Dec. 4	Last Day to Register, Drop, or add a Course
Sat.-Mon., Dec. 16-Jan. 1	Christmas Holidays
Tues., Jan. 2	Classes Resume
Tues., Feb. 27	Last Day of Classes
Wed.-Sun., Feb. 28-March 4	Quarter Break

SPRING QUARTER

TUESDAY, MARCH 6—THURSDAY, MAY 24

Mon., March 5	Student Registration
Tues., March 6	First Day of Classes
Mon., March 12	Last Day to Register, Drop, or add a Course
Sat.-Tues., April 21-24	Easter Holidays
Wed., April 25	Classes Resume
Thurs., May 24	Last Day of Classes
Fri.-Sun., May 25-June 3	Quarter Break

SUMMER QUARTER

TUESDAY, JUNE 12—TUESDAY, AUGUST 28

Mon., June 4	Student Registration
Tues., June 5	First Day of Classes
Mon., June 11	Last Day to Register, Drop, or add a Course
Wed., July 4	Holiday
Tues., Aug. 21	Last Day of Classes
Wed.-Mon., Aug. 22-Sept. 3	Quarter Break

HISTORY

In 1963 the General Assembly approved a plan for the start of Industrial Education Centers in North Carolina. The State Board of Education approved the start of the Carteret Industrial Educational Center, a unit of the Wayne Technical Institute, which is a division of North Carolina Department of Community Colleges.

On January 1, 1968, Carteret Technical Institute ceased to be a unit of Wayne Technical Institute and is now administered directly under the State Board of Education as an independent institution, of the North Carolina Department of Community College system.

LOCATION AND FACILITIES OF INSTITUTE

Carteret Technical Institute is located in Morehead City, Carteret County, North Carolina. Morehead City is one of the two state ports in North Carolina and is quickly becoming the center of commerce and industry in the Northern tidewater area.

The school is housed in buildings formerly used as the Carteret Armory, less than one-half mile from the center of town on the banks of scenic Bogue Sound.

The Institute is equipped with the latest and most modern equipment. The entire facility is heated, and where practical classrooms and laboratories are air-conditioned.

COUNSELING

Counseling begins with the initial interview before acceptance of a student. The primary purpose of the interview is to ascertain if the student has made a wise decision in his choice of study, as indicated by identified needs, interests, and abilities.

Opportunities for counseling services are available throughout the student's enrollment at the Institute. In addition, he will be assigned an advisor who teaches in an area corresponding to the student's interest. The advisor assists in planning the student's program and helps to solve his academic problems.

FOR INFORMATION

Prospective students should address letters requesting the catalogue, brochures, and application blanks to: Carteret Technical Institute, Box 849, Morehead City, N. C.

CONDUCT AND STANDARDS

Carteret Technical Institute students are required to conduct themselves in a mature and responsible manner. The following rules apply to all students:

1. Each student is held responsible for information published through notices and announcements.
2. Students who negligently lose, damage, destroy, sell, or otherwise dispose of school property placed in their possession or entrusted to them will be charged for the full extent of the damage or loss and are subject to disciplinary action.
3. Under no conditions will alcoholic beverages or narcotics be permitted in or on the school property. No one under the influence of alcohol or narcotics will be allowed on school premises. Any violation of this regulation will result in expulsion from the Institute on the first offense.
4. Students who engage in such acts as stealing, gambling, profane language, personal combat, possession of firearms or dangerous weapons are liable to disciplinary action.
5. Smoking is prohibited in all classrooms, laboratories and shops at all times.
6. Students are expected to make use of disposal containers when discarding materials.
7. Students are expected to dress appropriately for all occasions.
8. Food and soft drinks are allowed only in designated areas.
9. Students must remember that when entering and leaving the school parking areas they must always proceed with caution.

SERVICES

Library—The Institute Library is open from 8 a.m. to 10 p.m. every day, Monday through Friday.

ADMISSION

GENERAL QUALIFICATIONS

An applicant should be a high school graduate or be able to demonstrate experience and mental growth equivalent to that of a high school graduate. He must make an acceptable score on the tests that are given and also must show a genuine desire to excel in his chosen field. In addition, the people that are to participate in the radiologic technology and practical nurse programs are interviewed and selected according to overall qualifications.

The applicants that are not prepared to enter the program of their choice can enroll in the Learning Laboratory and prepare themselves for their selected program.

If a person is physically handicapped, the administration will give special attention to determine whether his handicap will hinder his chances of enrolling in his chosen field.

REGISTRATION

Applicants seeking membership in Carteret Technical Institute who have been accepted for admission should present themselves to the school for matriculation on the date specified in the Announcements of the School.

WHEN TO ENROLL

Students desiring to enter may enroll in the Fall, Winter, Spring, or Summer Quarters. These dates are listed under School Calendar in the front of this catalog.

TRANSCRIPTS

Students applying for admission must submit copies of their transcript along with their applications. A transcript from each institution previously attended must be forwarded to the Institute.

TRANSFER OF CREDITS

Quarter hours of credit earned at the Carteret Technical Institute can be transferred to any of the Institutions under the Department of Community Colleges in North Carolina. Grades transferred between Institutions of the Department of Community Colleges will be accepted as recorded. Transfer of credits to institutions other than North Carolina's System of Community Colleges will be determined by the institution to which the student wishes to transfer.

APPLICATIONS

Unless otherwise specified, admissions to all curricula are under the jurisdiction of the Director, from whose office application forms may be secured. Applications should be submitted to the business office in advance of the beginning date of the quarter in which the applicants desire to enroll.

PROVISIONAL STUDENTS

Students applying too late to take the required pre-entrance examinations may be given a brief test and if the results appear satisfactory, the applicant will be permitted to enter the Institute as a provisional student. A provisional student will be required to complete the Pre-entrance examination and submit all required transcripts as soon as possible. In other words, he is admitted

in good standing, provided examination scores, transcript, and other information prove satisfactory.

SPECIAL STUDENTS

Those students with particular needs or problems will be given all possible assistance the Institute can render. Those students desiring to attend the Institute under this classification should set up an appointment with the Director. Individual programs of study will be worked out if both the Director's Office and the interested party feel that participation would prove beneficial. This program does not lead toward a degree or diploma.

DEGREE

On January 9, 1964, the North Carolina State Board of Education licensed the Board of Trustees of Carteret Technical Institute to award the Associate of Applied Science Degree in those curricula already approved by the State Board of Education and offered by the Institution. The Associate of Applied Science Degree is a two-year college degree. A degree is awarded to a student who completes an Institute degree program with a general average of "C" or better in his major field of study and who has at least two quality points for each quarter hour of credit earned in his total program.

TUITION:

EXPENSES

Tuition per quarter is \$32.

Tuition for students taking less than 15 quarter hours of credit will be \$2.50 per quarter hour of credit.

Out-of-state tuition: \$137.50 per quarter full time; \$11.45 per quarter hour part time.

Time payments may be arranged at the business office.

TEXTBOOKS:

Students are required to purchase their textbooks. For their convenience, the Institute maintains a bookstore in which books and other required items may be purchased by the student.

CREDIT FOR WORK COMPLETED:

No degree, diploma or certificate will be granted, or a transcript of credits furnished a student until all financial obligations to the Institute have been paid.

All expenses and accounts at the Institute must be fully paid before a student may re-enter at the beginning of any quarter.

STUDENT FINANCIAL AID

There are several types of financial aid which are available to Carteret Technical Institute students. Each type of aid is

designed to meet the needs and goals of the individual student. This program is administered through the Student Personnel Office. Sources of financial aid available at Carteret Technical Institute are:

EDUCATIONAL OPPORTUNITY GRANT

The purpose of this program is to provide EOG to students of exceptional financial need, who, for lack of financial means of their own or their families, would not be able to enter or enroll without such assistance. The EOG program was established by Title IV, Part A, of the Higher Education Act of 1965 (Public Law 89-329). The maximum grant is \$1,000 and minimum grant is \$200. To be eligible for an EOG a student must be: (1) a high school graduate or the equivalent, (2) a national of the United States, or in the United States for other than a temporary purpose and intending to become a permanent resident thereof, (3) a full-time student in either the degree or diploma program, (4) of exceptional financial need and unable to attend the Institute without such a grant, (5) capable of maintaining good standards in his course of study. The EOG shall be made for the period required by the student to complete his course of study. In no event should such period exceed four academic years. The term academic year covers a period of three quarters.

COLLEGE FOUNDATION

The insured student loan program is administered in North Carolina by the College Foundation, Inc., through the State Education Assistance Authority. Participating North Carolina banks and life insurance companies provide for the student loans and these are available to any North Carolina student under terms and conditions set by College Foundation. Loans cover educational expenses for one year including tuition, books, and activity fee plus any allowances for travel and living expenses. Residents of North Carolina enrolled full time may borrow up to \$1,500 per academic year. To be eligible for this loan, a student must be: (1) a full-time student, (2) a legal resident of North Carolina, (3) in good standing at this school.

VETERANS

Veterans, widows and children of deceased veterans who want to attend school under Chapters 31, 34, 35, of U. S. Code 38 may be admitted to Carteret Technical Institute and approved to receive additional benefits, provided they meet the requirements established by the Veterans Administration. Veterans are admitted under the admission requirements as other students. They

pay tuition and attend school under the same regulations. Full details on Veterans training programs may be obtained from any Veterans Service Office. The Veterans Service Office for Carteret County is located in the Courthouse Annex in Beaufort.

VOCATIONAL REHABILITATION

Vocational Rehabilitation is a program operated through the Division of Vocational Rehabilitation in cooperation with the North Carolina Department of Public Instruction and the Federal Office of the Vocational Rehabilitation Administration. The Division is financed by such services as are necessary to enable a physically or mentally employment-handicapped person to become self-supporting. Financial assistance is available for training at Carteret Technical Institute for eligible handicapped persons. If a prospective student has a physical disability or is limited in his activity because of a disability, he should contact the Division of Vocational Rehabilitation Office in Beaufort.

SOCIAL SECURITY

Students of age 22 may be eligible for benefits from Social Security provided (1) either the mother or father or both receive monthly disability or retirement benefits from Social Security, or (2) either parent is deceased and that person was fully insured by Social Security prior to death. In the event that these requirements are met by one enrolled as a full-time student, he should contact the nearest local Social Security Office for complete information. In Beaufort the Social Security Administration is located in the courthouse annex.

COLLEGE WORK STUDY

This program allows full-time students to work in their spare time to help meet educational costs. Under the program a student may work up to 15 hours per week. The Institute places each qualified student in work.

Application for financial aid may be obtained by writing to the Financial Aid Officer, Carteret Technical Institute, Post Office Box 849, Morehead City, North Carolina 28557.

ACADEMIC

QUARTER SYSTEM

The Carteret Technical Institute operates on the Quarter Plan. The fall, winter, spring, and summer quarters are each approximately eleven weeks in length. The Institute is in session five days a week.

CREDIT

Quarter hours of credit are awarded as follows: one quarter hour credit for each hour per week of class work, one quarter hour of credit for each two hours per week of laboratory work, and one quarter hour for each three hours of shop practice per week.

Quarter hours of credit earned at the Carteret Technical Institute can be transferred to any of the institutions under the North Carolina Department of Community Colleges.

SCHOLARSHIP

A quality point system is used to calculate all student scholarship standings. The grades A, B, C, D, F, and I are used by this Institute; A is the highest grade given, D is the lowest passing grade and F is a failing grade. A grade of "I" must be removed during the next quarter the student is enrolled in the Institute or it becomes a failure automatically. If the student does not return to school the "I" must be removed within one year or it automatically becomes an "F". An "F" may not be removed by repeating the course.

EXPLANATION OF GRADES

A—Excellent, (93-100); B—good, (85-92); C—average, (78-84); D—barely passed, (70-77); F—failed, course must be repeated to secure credit; P—passed; I—conditional.

In terms of quality points, a grade of A earns 4 quality points per quarter hour; the grade B earns 3 quality points per quarter hour; and the grade C earns 2 quality points per quarter hour. The grade of D earns 1 quality point per quarter hour. After the close of each quarter, term reports of all students in all their studies are sent to parents or guardians.

HONOR ROLL

The Honor Roll is composed of students who make at least three (3) quality points per credit hour on all work taken with no grade below C.

DEAN'S LIST

The Dean's List is composed of students who are enrolled in a minimum of twelve (12) quarter hours of credit and have no grade below an A on all work taken.

ABSENCES

The Institute operates under the general principle that class attendance is necessary. The following criteria govern all class absences:

- A. One (1) excused absence given per quarter hour credit for each course taken.
(Example: 3 hour course—3 cuts per quarter)
- B. Absences over the allowed maximum must be either relative to sickness or death in immediate family. If sickness is the cause of an absence, an excuse signed by a medical doctor must be presented within one (1) week to the Director.
***If the absences normally allowed for any course are used for indiscriminate reasons, absences incurred for sickness will not be excused. Students are advised to save their cuts for unforeseen reasons.
- C. One (1) quality point will be deducted for each unexcused absence beyond the allowed number of cuts.
- D. The seventy-five percent attendance requirement will remain in force for course credit.
- E. Absences incurred due to late registration or due to change in curriculum will count as cuts. If more class sessions are missed than allowable cuts given, they shall be recorded as overcuts.
- F. Special circumstances not covered in the criteria may be discussed with the Director.
- G. It is strongly emphasized that it is the responsibility of the student to clear anticipated needs to be away from class with his instructor as to whether work missed will be made up.

REQUIREMENTS FOR GRADUATION

A student must have a general grade average of C or better in his field of study and must have at least two (2) quality points for each quarter hour of credit earned in his total program in order to graduate and receive a diploma or degree. Presence at graduation exercises is a requirement for prospective diploma or degree recipients except when permission for absentia has been granted by the Director. A written request for such permission must be made at least ten (10) days before commencement.

WITHDRAWALS

Students desiring to leave the Institute during the quarter must withdraw officially through the office. This can be done with an official withdrawal slip obtained from the Director. There is no penalty if a student withdraws prior to the date specified in the Institute Calendar as the last date for withdrawals without failure. Failures are recorded on all courses for students who withdraw after that date. However, if a student withdraws after the deadline with the approval of a physician, a grade of WP or WF

will be recorded on each course. Students who withdraw without following the above procedures will receive failing grades on all courses for which they are registered.

CREDITS FOR PREVIOUS TRAINING

Educational work completed by the student in other accredited schools may, where applicable, be accredited toward the requirements of an Institute Diploma or Degree Program. Students must file transcripts of all previous work. A minimum of two quarters of residence is required for graduation.

PROGRESS AND COURSE SELECTION

No student will be permitted to major in more than one curriculum at a time.

An evaluation of the progress of the student will be made each quarter; and if work is found to be unsatisfactory, the student will be called in for counseling. After consultation, another quarter for improvement may be granted; or the student may be advised to change to a course more agreeable to his ability and background.

Any student who desires to change his program of study should discuss it with the Department Chairman and with the Director.

ACCREDITATION

Carteret Technical Institute is accredited and approved by the Department of Community Colleges and North Carolina State Board of Education. The Institute is also a corresponding member of the Southern Association of Colleges and Schools.

REGISTRATION

All students are required to register at the beginning of each quarter they are in attendance.

GRADUATION REQUIREMENTS

Diploma—A diploma is awarded a student who completes a one-year Vocational Program with a general average of "C" or better in his major field of study and has at least two quality points for each quarter hour of credit earned in his total program.

Degree—An Associate of Applied Science Degree is awarded a student who completes a two-year Technical Program with a general average of "C" or better in his major field of study and has at least two quality points for each quarter hour of credit earned in his total program.

Certificate—A certificate is awarded a student who successfully completes a program of less than one year in length.

DEVELOPMENTAL STUDIES

In order that the students of Carteret Technical Institute can meet with academic success in their chosen courses of study, they will possibly need certain basic skills that have not been achieved in their previous education experiences. Through systematic counseling and adequate testing, with both formal and informal instruments, a course of individualized study is devised for each student so that he will be better able to meet with success in his chosen field of study.

Those skills offered in Developmental Studies will involve all the communication skills — listening, speaking, writing, reading and study skills. The Department of Developmental Studies is dedicated to the individual student — his needs and his aspirations. It is a service offered for and to the student so that he will hopefully find himself and become a contributing member to his community and his society.

Whatever may be the student's need, the Developmental Studies Department endeavors to see that he succeeds and, in the process, find again that learning can be rewarding and fun — not work — and that learning can be beneficial — not selective and ego deflating.

The Department of Developmental Studies is the student — his needs, his hopes, his dreams of a better life, and a better opportunity for himself, his family, and his community.

LEARNING LABORATORY

Under the supervision of a trained coordinator a programmed Learning Laboratory is available for those persons desiring to improve their present educational level. This facility is equipped with modern teaching machines, texts, and programmed materials.

The individual differences of the student are considered by allowing each to progress according to his ability, time, and motivation. Upon completion of each level and the attainment of successful results, the student is allowed to progress to a higher level of study.

There are three levels of study in adult education: Elementary, Intermediate, and Secondary. This will allow the student ample opportunity for the enrichment of his education and possibly the earning of a high school equivalency certificate.

The utilization of the Learning Laboratory can possibly lead to job advancement with higher wages, new fields of endeavor, and personal satisfaction of self-improvement.

The opportunity exists for anyone to earn a high school equivalency certificate. A person undertaking this program will first be given diagnostic tests to determine the level where the individual will begin. After entering a program, the person may study the program as his time and ability allows.

Upon completion of the prescribed courses of study and successfully passing an examination, the applicant is then qualified to apply for a high school equivalency certificate.

GENERAL EDUCATION

FOUR QUARTERS (66 HOURS)



PURPOSE

Carteret Technical Institute provides an opportunity for the citizens of Carteret County and all surrounding areas to receive resident credit for their work. The program is offered through the cooperation of Carteret Technical Institute and East Carolina University.

ADMISSION REQUIREMENTS

The minimum admission requirements are either an acceptable high school diploma or the equivalent test (GED). Recent high school graduates must provide College Entrance Examination Board (SAT) scores.

Students planning to transfer to East Carolina University - Carteret Technical Institute Program after attending one or more accredited colleges or universities must meet these requirements:

1. Students who have previously attempted college credit must have an overall "C" average in order to transfer into the program.
2. The student must be eligible to return to the college or university at which last matriculated.
3. The student must present the same high school units (or college equivalent) required of ECU freshmen.

The requirements are as follows:

English	4 units
Foreign Language (same language)	2 units
Algebra	2 units
Geometry	1 unit
Science	1 unit
Social Services	2 units
Electives	4 units

The Mathematics and Foreign Language requirements may be waived for students enrolling in the Carteret Technical Institute Program. However, all academic deficiencies, except Foreign languages, must be removed prior to transferring to the Greenville campus of East Carolina University. The foreign language deficiency must be removed during the first year of work on the campus.

Students who have previously attended East Carolina University during the regular school year must be eligible to return. An application for admission must be filed but no transcript will be necessary unless other colleges or universities have been attended since last enrollment at East Carolina University. Students who have attended summer school at East Carolina University on a provisional basis may also apply for admission. Their

application will be considered on the basis of their performance in summer school.

Students must meet the following requirements if they desire to transfer to the East Carolina University day program on the basis of credits earned in the Carteret Technical Institute program:

1. Must have earned a minimum of 35 quarter hours of transferable credits.
2. Must have an overall "C" average.
3. Must have completed English 30, History 50 or 51, and Math 65 with a grade of "C" or better on each of the three courses.

TRANSFERRING TO OTHER INSTITUTIONS

Credits received through the Carteret Technical Institute Program are transferable to any college or university which accepts transfers from East Carolina University.

Remedial courses will be offered during all quarters in English, mathematics and foreign language.

BASIC FEES

The cost will be \$32.00 per quarter.

LATE REGISTRATION

Late registration will be held during the first four days of class meetings. No registration will be accepted after the class has met two times.

Courses offered during the Four Quarters are as follows:

	Credit Hours
English 30—Freshman Composition	5
English 31—Freshman Composition	5
History 50—American History to 1865	5
History 51—American History Since 1865	5
Political Science 10—National Government	5
Sociology 110—Introduction to Sociology	5
Math 45—General College Mathematics	5
Math 65—College Algebra	5
Philosophy 1—Introduction to Philosophy	3
Psychology 50—General Psychology	3
Music 120—Music Appreciation	2
Sociology 111—Modern Social Problems	5
Speech 119—Voice and Diction	3
English 170—Major American Writers	3
Biology 70—Principles of Biology I	4
Biology 71—Principles of Biology II	4
Biology 90—Perspective in Biology	4

TECHNICAL PROGRAMS

TWO-YEAR AAS DEGREE



TWO-YEAR PROGRAMS

ADMISSION REQUIREMENTS

Candidates wishing to enroll in the two-year program leading to the Associate in Applied Science Degree must meet the following qualifications:

1. Be a high school graduate or the equivalent.
2. Should demonstrate mechanical aptitude necessary for the program.
3. Must submit a complete high school transcript.
4. Should possess the minimum physical standards necessary to carry out all requirements of the job for which he is preparing.
5. Should take all admission examinations. Information concerning dates and procedure for taking these tests will be given upon receipt of application or may be obtained from the Institute's Office.

BUSINESS ADMINISTRATION

PURPOSE OF CURRICULUM

In North Carolina the opportunities in business are especially bright. The population of the State is becoming increasingly urban and much more discriminating in its demands for goods and services. With the increasing industrial development in this state, it becomes essential to market our products more effectively. In many instances business has become increasingly competitive, much more highly organized and automated. This situation limits the better opportunities beyond the high school level.

JOB DESCRIPTION

The graduate of the Business Administration program may enter Distribution and Marketing in a variety of career opportunities from beginning salesperson or office clerk to owner and manager in many areas such as advertising; hotel, tourist and travel industry; insurance; selling—retail, wholesale, industrial and specialty; banking; credit; finance; transportation; and communications.

BUSINESS ADMINISTRATION

Quarter
Hours
Credit

FIRST QUARTER

T-ENG	101	Grammar	3
T-BUS	102	Typewriting	3
T-MAT	110	Business Mathematics	5
T-BUS	101	Introduction to Business	5
T-ECO	102	Economics	3

19

SECOND QUARTER

T-ENG	102	Composition	3
T-BUS	120	Accounting	6
T-ECO	104	Economics	3
T-BUS	115	Business Law	3
T-BUS	123	Business Finance	3

18

THIRD QUARTER

T-ENG	103	Report Writing	3
T-BUS	124	Business Finance	3
T-BUS	110	Office Machines	3
T-BUS	121	Accounting	6
T-BUS	116	Business Law	3

18

FOURTH QUARTER

T-ENG	204	Oral Communication	3
T-BUS	232	Sales Development	3
T-EDP	104	Intro. to Data Processing Systems	4
T-BUS	239	Marketing	5
		Elective	3

18

FIFTH QUARTER

T-ENG	206	Business Communication	3
		Social Science Elective	3
T-BUS	243	Advertising	4
T-BUS	235	Business Management	3
		Elective	3

16

SIXTH QUARTER

		Social Science Elective	3
T-BUS	229	Taxes	4
T-BUS	272	Principles of Supervision	3
T-BUS	271	Office Management	3
		Elective	6

19

GENERAL OFFICE TECHNOLOGY

PURPOSE OF CURRICULUM

More people are now employed in clerical occupations than in any other single job category. Automation and increased production will mean that these people will need more technical skills and a greater adaptability for diversified types of jobs.

The General Office Occupations curriculum is designed to develop the necessary variety of skills for employment in the business world. Specialized training in skill areas is supplemented by related courses in mathematics, accounting, business law, and applied psychology.

JOB DESCRIPTION

The graduate of the General Office Occupations curriculum may be employed as an administrative assistant, accounting clerk, assistant office manager, bookkeeper, file clerk, machine transcriptionist, or a variety of other clerical-related jobs. Positions are available in almost every type of business, large or small.

GENERAL OFFICE TECHNOLOGY

			Quarter Hours Credit
FIRST QUARTER			
T-ENG	101	Grammar	3
T-BUS	102	Typewriting (or elective)	3
T-MAT	110	Business Mathematics	5
T-BUS	101	Introduction to Business	5
T-ECO	102	Economics	3
			19
SECOND QUARTER			
T-ENG	102	Composition	3
T-BUS	103	Typewriting (or elective)	3
T-BUS	110	Office Machines	3
T-BUS	115	Business Law	3
T-BUS	120	Accounting	6
			18
THIRD QUARTER			
T-ENG	103	Report Writing	3
T-BUS	104	Typewriting	3
T-BUS	112	Filing	3
T-BUS	116	Business Law	3
T-BUS	121	Accounting	6
			18
FOURTH QUARTER			
T-ENG	204	Oral Communication	3
T-BUS	205	Advanced Typewriting	3
T-BUS	211	Office Machines	3
T-BUS	232	Sales Development	3

T-BUS	212	Machine Transcription—Executive	2
		Elective	3

17**FIFTH QUARTER**

T-ENG	206	Business Communication	3
T-BUS	213	Office Procedures	4
T-EDP	104	Introduction to DP Systems	4
		Social Science Elective	3
		Elective	6

20**SIXTH QUARTER**

T-BUS	271	Office Management	3
T-BUS	229	Taxes	4
T-BUS	210	Typing Office Practice	3
		Social Science Elective	3
		Elective	3

16

SECRETARIAL—LEGAL

PURPOSE OF CURRICULUM

The demand for better qualified legal secretaries in our ever-expanding legal profession is becoming more acute. The purpose of the Legal Secretary Curriculum is to outline a training program that will provide specialized training in the accepted procedures required by the legal profession and to enable persons to become proficient soon after accepting employment in the legal office.

The curriculum is designed to offer the students the necessary secretarial skills in typing, dictation, transcription, and terminology for employment in the legal profession. The special training in secretarial subjects is supplemented by related courses in mathematics, accounting, business law, and personality development.

JOB DESCRIPTION

The graduate of the Legal Secretary Curriculum should have a knowledge of legal terminology, skill in dictation and accurate transcription of legal records, reports, letters and documents. The duties of a legal secretary may consist of: taking dictation and transcribing letters, memoranda and reports, meeting office callers and screening telephone calls, filing and scheduling appointments. Opportunities for employment of the graduate exist in a variety of secretarial positions in the legal profession such as in lawyers' offices and state and government offices.

SECRETARIAL—LEGAL

FIRST QUARTER

			Quarter Hours Credit
T-ENG	101	Grammar	3
T-BUS	102	Typewriter (or elective)	3
T-MAT	110	Business Mathematics	5
T-BUS	101	Introduction to Business	5
T-BUS	106	Shorthand (or elective)	4
			—
			20

SECOND QUARTER

T-ENG	102	Composition	3
T-BUS	103	Typewriting (or elective)	3
T-BUS	107	Shorthand	4
T-BUS	120	Accounting	6
T-BUS	115	Business Law	3
			—
			19

THIRD QUARTER

T-ENG	103	Report Writing	3
T-BUS	104	Typewriting	3
T-BUS	108	Shorthand	4
T-BUS	110	Office Machines	3

T-BUS	112	Filing	3
T-BUS	183L	Terminology and Vocabulary	3
			19

FOURTH QUARTER

T-ENG	204	Oral Communication	3
T-BUS	206L	Dictation and Transcription	4
T-BUS	205	Advanced Typewriting	3
T-BUS	211	Office Machines	3
T-EDP	104	Introduction to Data Processing	4
			17

FIFTH QUARTER

T-ENG	206	Business Communication	3
T-BUS	207L	Dictation and Transcription	4
T-BUS	214	Secretarial Procedures	4
		Social Science Elective	3
		Elective	3
			17

SIXTH QUARTER

		Social Science Elective	3
T-BUS	208L	Dictation and Transcription	4
T-BUS	271	Office Management	3
		Elective	6
			16

SECRETARIAL—EXECUTIVE

PURPOSE OF CURRICULUM

The Executive Secretary curriculum is designed to offer the students the necessary secretarial skills in typing, dictation, transcription, and terminology for employment in the business world. The special training in secretarial subjects is supplemented by related courses in mathematics, accounting, business law, and personality development.

JOB DESCRIPTION

The graduate of the Executive Secretary Curriculum should have a knowledge of business terminology, skill in dictation, and accurate transcription of business letters and reports. The graduate may be employed as a stenographer or a secretary. Stenographers are primarily responsible for taking dictation and transcribing letters, memoranda or reports. The secretary, in addition to taking dictation and transcribing, is given more responsibility in connection with meeting office callers, screening telephone calls, and being an assistant to an executive. She may enter a secretarial position in a variety of offices in business such as insurance companies, banks, marketing institutions and financial firms.

SECRETARIAL—EXECUTIVE

FIRST QUARTER

			Quarter Hours Credit
T-ENG	101	Grammar	3
T-BUS	102	Typewriting (Or Elective)	3
T-BUS	110	Business Mathematics	5
T-BUS	101	Introduction to Business	5
T-BUS	106	Shorthand	4

 20

SECOND QUARTER

T-ENG	102	Composition	3
T-BUS	103	Typewriting	3
T-BUS	107	Shorthand	4
T-BUS	120	Accounting	6
T-BUS	115	Business Law	3

 19

THIRD QUARTER

T-ENG	103	Report Writing	3
T-BUS	104	Typewriting	3
T-BUS	108	Shorthand	4
T-BUS	110	Office Machines	3
T-BUS	112	Filing	3

 16

FOURTH QUARTER

T-ENG	204	Oral Communication	3
T-BUS	206-E	Dictation and Transcription	4
T-BUS	205	Advanced Typewriting	3
T-BUS	211	Office Machines	3
T-EDP	104	Introduction to Data Processing Systems	4
			17

FIFTH QUARTER

T-ENG	206	Business Communication	3
T-BUS	207-E	Dictation and Transcription	4
T-BUS	214	Secretarial Procedures	4
		Social Science Elective	3
		Elective	6
			20

SIXTH QUARTER

		Social Science Elective	3
T-BUS	208-E	Dictation and Transcription	4
T-BUS	271	Office Management	3
		Elective	6
			16

SECRETARIAL—MEDICAL

PURPOSE OF CURRICULUM

The demand for better qualified medical secretaries in our ever-expanding medical profession is becoming more acute. The purpose of this curriculum is to outline a training program that will provide specialized training in the accepted procedures required by the medical profession and to enable persons to become proficient soon after accepting employment in the medical and health occupations.

The Medical Secretary Curriculum is designed to offer the students the necessary secretarial skills in typing, dictation, transcription, and terminology for employment in the medical profession. The special training in secretarial subjects is supplemented by related courses in mathematics, accounting, business law, and personality development.

JOB DESCRIPTION

The graduate of the Medical Secretary Curriculum should have a knowledge of medical terminology, skill in dictation and accurate transcription of medical records, reports and letters. The duties of a medical secretary may consist of: taking dictation and transcribing letters, typing memoranda and reports, meeting office callers and screening telephone calls, filing, and scheduling appointments. The graduate may enter a secretarial position in a variety of offices such as physicians', private and public hospitals, federal and state health programs, and the drug and pharmaceutical industry.

SECRETARIAL—MEDICAL

FIRST QUARTER

			Quarter Hours Credit
T-ENG	101	Grammar	3
T-BUS	102	Typewriter (or elective)	3
T-MAT	110	Business Mathematics	5
T-BUS	101	Introduction to Business	5
T-BUS	106	Shorthand (or elective)	4

 20

SECOND QUARTER

T-ENG	102	Composition	3
T-BUS	103	Typewriting (or elective)	3
T-BUS	107	Shorthand	4
T-BUS	120	Accounting	6
T-BUS	115	Business Law	3

 19

THIRD QUARTER

T-ENG	103	Report Writing	3
T-BUS	104	Typewriting	3
T-BUS	108	Shorthand	4
T-BUS	110	Office Machines	3
T-BUS	112	Filing	3
T-BUS	183M	Terminology and Vocabulary	3
		(Medical)	
			19

FOURTH QUARTER

T-ENG	204	Oral Communication	3
T-BUS	206M	Dictation and Transcription	4
T-BUS	205	Advanced Typewriting	3
T-BUS	211	Office Machines	3
T-EDP	104	Introduction to Data Processing	4
T-BUS	284M	Terminology and Vocabulary	3
			20

FIFTH QUARTER

T-ENG	206	Business Communication	3
T-BUS	207M	Dictation and Transcription	4
T-BUS	214	Secretarial Procedures	4
		Social Science Elective	3
		Elective	3
			17

SIXTH QUARTER

		Social Science Elective	3
T-BUS	208M	Dictation and Transcription	4
T-BUS	271	Office Management	3
		Elective	3
			13

RADIOLOGIC TECHNOLOGY

PURPOSE OF CURRICULUM

This curriculum is designed to meet the ever-increasing need for technicians in the rapidly growing branch of medicine known as radiology. At present, many more technologists are needed than are being trained, and studies indicate that the shortage will become more critical in the years ahead. The aim of the Radiologic Technology course is to prepare qualified persons for positions in the area of x-ray technology or to enable them to go on, if they wish, into nuclear medicine and radiation therapy.

Students, who must be high school graduates, receive training that includes classroom study and work experience. Courses are given in anatomy, physiology, physics, radiographic-technique, radiographic procedures, and chemistry of processing solutions and darkroom techniques. In addition, courses are also offered in nursing, radiation protection, department administration, and equipment maintenance.

Graduates of the program are eligible for examination by the American Registry of Radiologic Technologists. After passing the examination, they are certified as registered technologists in x-ray technology and entitled to use the legal title "Registered Technologist," abbreviated R. T. They are then eligible for membership in the American Society of Radiologic Technologists, an organization dedicated to maintaining high educational standards of training and professional stature.

JOB DESCRIPTION

As a part of the radiology team, technologists play a vital role in a science dedicated to saving lives and alleviating human suffering. X-ray technologists work in hospitals, clinics, doctors' offices, public health institutions, and industrial medical clinics. They assist specialist physicians, called radiologists, in the use of x-ray to examine for broken bones, ulcers, tumors, and disease or malfunction of various organs.

The x-ray technologist takes x-ray films, called radiographs. He adjusts x-ray equipment to the correct settings for a specific examination, positions the patient and makes the required number of radiographs, and develops and files them.

The x-ray technologist also aids the physician in administering chemical mixtures to the patient to make certain organs show up clearly in x-ray examinations. The technologist may need to use mobile x-ray equipment at a patient's bedside and in surgery.

A prospective radiologic technologist should like people and should be willing and able to tend the sick or disabled with tact and sympathy. He should be accurate and dependable and willing to continue his education beyond certification to keep up with the rapid advance in the field.

RADIOLOGIC TECHNOLOGY

			Quarter Hours Credit
FIRST QUARTER			
ENG	101	Grammar	3
BIO	70	Principles of Biology	4
RDT	104	Medical Terminology I	1
RDT	114	Professional Ethics	1
MATH	101	Math I	3
RDT	107	Radiographic Technique I	3
RDT	110	Radiological Technology Lab I	8
			23
SECOND QUARTER			
ENG	102	Composition	3
PHY	101	Physics I	4
RDT	101	Anatomy I	4
RDT	105	Medical Terminology II	1
RDT	108	Radiographic Techniques III	2
RDT	116	Film Critique I	1
RDT	111	Radiologic Technology Lab II	8
			23
THIRD QUARTER			
ENG	103	Report Writing	3
PHY	102	Physics II	4
RDT	102	Anatomy II	4
RDT	106	Medical Terminology III	1
RDT	109	Radiographic Techniques III	2
RDT	117	Film Critique II	1
RDT	112	Radiologic Technology Lab III	8
			23
FOURTH QUARTER			
RDT	113	Radiologic Technology Lab IV	15
FIFTH QUARTER			
ENG	204	Oral Communication	3
RDT	201	Pediatric Radiography	1
RDT	204	Anatomy III	3
RDT	202	Nuclear Medicine	2
RDT	118	Film Critique III	1
RDT	210	Radiographic Technique IV	2
RDT	203	Special Radiographic Procedures	2
RDT	214	Radiologic Technology Lab V	8
			22

SIXTH QUARTER

PSYC	50	Psychology	3
RDT	205	Topographic Anatomy	3
RDT	213	Radiation Therapy	2
RDT	119	Film Critique IV	1
RDT	217	Dental Radiography	1
RDT	218	Seminar I	2
RDT	222	TV & Monitor Systems	1
RDT	215	Radiologic Technology Lab VI	8
			21

SEVENTH QUARTER

SOCI	110	Sociology	5
RDT	223	Departmental Administration	1
RDT	224	Equipment Maintenance	1
RDT	225	Seminar II	1
RDT	226	Medical & Surgical Diseases	2
RDT	206	Physiology	3
RDT	227	Contrast Media	1
RDT	216	Radiologic Technology Lab VII	8
			23

EIGHTH QUARTER

RDT	217	Radiologic Technology Lab VIII	15
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VOCATIONAL PROGRAMS

DIPLOMA
12 MONTHS



VOCATIONAL PROGRAMS

ADMISSION REQUIREMENTS

To be admitted to the Vocational Program, the applicant must meet the following requirements:

1. At least eighteen years of age, or sixteen with public school approval to attend.
2. Mechanical and physical aptitude necessary for the program he is undertaking.
3. A transcript of school work completed.

AUTO-DIESEL MECHANICS

PURPOSE OF CURRICULUM

This curriculum is designed to meet the increasing demands for personnel with a mechanical background in either the Automotive or Marine fields.

There is a great shortage in both fields now, and this will be more critical in the years to come.

The main purpose for this program is to prepare men for these needs, with hope that they may progress further into a specialty in one of these fields.

Students receive a given amount of classroom studies plus practical experience. Courses are given in Basic Blueprint Reading, Engine Fuel and Electrical Systems, Basic Hydraulics, Brake Systems, Auto Chassis and Suspensions Systems, Diesel and Gasoline Principles, Basic Arc and Gas Welding, Auto Power Train Systems, Diesel Accessories and Components, Auto Air Conditioning and Communication Skills. The above courses give the student a general coverage of the Automotive and Marine fields.

JOB DESCRIPTION

Automotive mechanics maintain and repair mechanical, electrical, and body parts of passenger cars, trucks, and buses. They repair and replace defective parts to restore vehicle or machine to proper operating condition.

Marine mechanics maintain and repair mechanical, electrical, hydraulic and pneumatic equipment used on boats and in industrial applications. Mechanics use shop manuals, manufacturers' maintenance manuals, and other technical publications.

Marine or Automotive mechanics in smaller shops or self-employed persons usually are general mechanics qualified to perform a variety of repair jobs. A large number of Marine or Automotive mechanics specialize in a particular type of repair work.

For example, marine mechanics may specialize in electrical equipment, clutches and power train equipment or fuel injection servicing, whereas an automotive mechanic may specialize in power steering, power brakes, or automatic transmissions. Usually such specialists have an all-around knowledge of their particular field so that they will be qualified to do other types of work.

AUTO-DIESEL

			Quarter Hours Credit
COURSE TITLE			
FIRST QUARTER			
DSE	1146G	Diesel Engine Principles, Maintenance and Repair.....	10
ENG	1101A	Communication Skills	4
MAT	1101	Fundamentals of Math	5
DFT	1101	Basic Blueprint Reading	1
AUT	1121	Basic Hydraulics	2
			22
SECOND QUARTER			
PME	1129	Marine Auxiliary Equipment	6
PME	1128	Power Train Systems	4
PME	1102	Fuel Systems	4½
ENG	1101B	Communication Skills	4
			18½
THIRD QUARTER			
PME	1101	Automotive Engines	9
AUT	1123	Auto Chassis and Suspensions	4
AUT	1121	Basic Hydraulic and Braking Systems	4
ENG	1101C	Communication Skills	4
			21
FOURTH QUARTER			
PME	1102	Engine Electrical Systems	4½
AUT	1124	Automotive Power Train Systems	6
WLD	1101	Basic Arc and Gas Welding	2
ENG	1101D	Communication Skills	4
			16½

PRACTICAL NURSING

PURPOSE OF CURRICULUM

The accelerated growth of population in North Carolina and rapid advancement in medical technology demand an increased number of well-trained personnel for health services. Realizing this need, the North Carolina Department of Community Colleges, in conjunction with local hospitals, administers programs of practical nurse education throughout the state.

The aim of the Practical Nurse Education Program is to prepare qualified persons for participation in care of patients of all ages, in various states of dependency, and with a variety of illness conditions.

Students are selected on the basis of demonstrated aptitude for nursing, as determined by pre-entrance tests, interviews with faculty members, high school record, character references, and reports of medical and dental examinations.

Throughout the one-year program, the student is expected to continuously acquire knowledge and understandings related to nursing and the biological and social sciences and to develop skills related to nursing practice, communications, inter-personal relations, and use of good judgment. Evaluation of student performance consists of tests on all phases of course content, evaluation of clinical performance, and evaluation of adjustment to the responsibilities of nursing. A passing score is required on all graded work, plus demonstrated progress in application of nursing skills to actual patient care.

Graduates of accredited programs of practical nurse education are eligible to take the licensing examinations given by the North Carolina Board of Nursing. This examination is given twice each year, usually in April and September. A passing score entitles the individual to receive a license and to use a legal title "Licensed Practical Nurse." The license must be renewed annually. The Licensed Practical Nurse can apply for licensure in other states on the basis of a satisfactory examination score, without repeating the examination.

JOB DESCRIPTION

The LPN is prepared to function in a variety of situations: hospitals of all types, nursing homes, clinics, doctors' and dentists' offices and, in some localities, public health facilities. In all situations the LPN functions under supervision of a registered nurse and/or licensed physician. This supervision may be minimal in situations where the patient's condition is stable and not com-

plex; or it may consist of continuous direction in situations requiring the knowledge and skills of the registered nurse or physician. In the latter situation, the LPN may function in an assisting role in order to avoid assuming responsibility beyond that for which the one-year program can prepare the individual.

Job requirements for the Licensed Practical Nurse include suitable personal characteristics, ability to adapt knowledge and understandings of nursing principles to a variety of situations, technical skills for performance of bedside nursing, appreciation for differences of people and for the worth of every individual, a desire to serve and help others, and readiness to conform to the requirements of nursing ethics and hospital policies.

PRACTICAL NURSING

COURSE TITLE		Contact Hours Per Quarter
FIRST QUARTER		
NUR 1001	Practical Nursing I	330
SECOND QUARTER		
NUR 1002	Practical Nursing II	396
THIRD QUARTER		
NUR 1003	Practical Nursing III	396
FOURTH QUARTER		
NUR 1004	Practical Nursing IV	396
Total		1518

WELDING

PURPOSE OF CURRICULUM

This curriculum was developed to fill the tremendous need for welders in North Carolina. The recently completed Manpower Survey shows quite clearly that many welders will be needed annually to fill present and projected vacancies in the State.

The content of this curriculum is designed to give students sound understandings of the principles, methods, techniques and skills essential for successful employment in the welding field and metals industry.

The field of welding offers a person prestige, security and a future of continuous employment with steady advancement. It offers employment in practically any industry: shipbuilding, automotive, aircraft, guided missiles, railroads, construction, pipe fitting, radio and many others.

JOB DESCRIPTION

Welders join metals by applying intense heat, and sometimes pressure, to melt the edges to form a permanent bond. Closely related to welding is "oxygen cutting." Of the more than 35 different ways of welding metals, arc, gas, and resistance welding are the three most important.

The principle duty of the welder using manual techniques is to control the melting by direct heat, from electric arc or gas welding torch, and to add filler metal where necessary to complete the joint. He should possess a great deal of manipulative skill with a knowledge of jigs, welding symbols, mathematics, basic metallurgy and blueprint reading.

WELDING

FIRST QUARTER

			Quarter Hours Credit
MAT	1101	Fundamentals of Mathematics	5
PHY	1101	Applied Science	4
ENG	1101	Reading Improvement	2
DFT	1104	Blueprint Reading: Mechanical	1
WLD	1120	Oxyacetylene Welding and Cutting	7

 19

SECOND QUARTER

ENG	1102	Communication Skills	3
MAT	1103	Geometry	3
DFT	1117	Blueprint Reading: Welding	1
PHY	1102	Applied Science	4
WLD	1121	Arc Welding	7

 18

THIRD QUARTER

WLD	1112	Mechanical Testing & Inspection	2
PSY	1101	Human Relations	3
WLD	1123	Inert Gas Welding	2
WLD	1124	Pipe Welding	7
DFT	1118	Pattern Development & Sketching	1

15**FOURTH QUARTER**

WLD	1122	Commercial & Industrial Practices	6
WLD	1125	Certification Practices	5
MEC	1112	Machine Shop Processes	2
BUS	1105	Industrial Organization	3

16**OPTIONAL FIFTH AND SIXTH QUARTERS****FIFTH QUARTER (OPTIONAL)**

MEC	1210	Physical Metallurgy	4
WLD	1226	Welding Theory and Practice	6
WLD	1230	Special Problems in Welding	7

17**SIXTH QUARTER (OPTIONAL)**

MEC	1205	Machine Shop Theory and Practice	7
MEC	1211	Physical Metallurgy	4
WLD	1227	Welding Theory and Practice	4

15

COSMETOLOGY

INTRODUCTION

PURPOSE OF CURRICULUM

Today the cosmetologist is called upon to advise men and women of problems of make-up, diet, and care of the hair, skin and hands, including the nails. Cosmetology has become a science consisting of the use of cosmetics based on scientific principles. The Cosmetology Curriculum is designed to prepare the student for employment in the field of cosmetology. The curriculum provides instruction and practice in manicuring, shampooing, permanent waving, facials, massages, scalp treatments, hair cutting styling, hair pressing, chemical relaxing, thermal waving, curling and wig service. This curriculum is approved by the North Carolina State Board of Cosmetic Art Examiners.

JOB DESCRIPTION

The trained cosmetologist is in constant demand. Employment may be found in the many salons in almost every community. A cosmetologist performs many functions in providing beauty services. Some of the functions are: manicuring, shampooing, permanent waving, facials, scalp treatments, hair styling, bleaching, wig service, and other services demanded of a beautician.

COSMETOLOGY

		Credit Hours
FIRST QUARTER		
COS 1001	Scientific Study I	6
COS 1011	Mannequin Practice	7
COS 1012	Advanced Clinical Application IV	2
SECOND QUARTER		
COS 1002	Scientific Study II	5
COS 1022	Clinical Application	8
COS 1023	Advanced Clinical Application V	2
THIRD QUARTER		
COS 1003	Scientific Study III	5
COS 1033	Clinical Application II	8
COS 1034	Advanced Clinical Application VI	2
FOURTH QUARTER		
COS 1004	Scientific Study IV	5
COS 1044	Clinical Application III	8
COS 1045	Advanced Clinical Application VII	2

NURSES' ASSISTANT

(330 Hour Certificate Program)

PURPOSE OF CURRICULUM

The continuing shortage of nursing personnel has created need for a nurses' assistant who is prepared to perform those duties associated with patient care and ward management which require only limited educational preparation.

This course outline was prepared to assist teachers throughout the State in pre-employment education of nurses' assistant; it is designed for approximately 330 hours of instruction consisting of classroom, laboratory, and clinical experiences. Clinical practice should begin in the third unit and increase progressively throughout the remainder of the course. All clinical assignments must be planned and supervised by the teacher so that students will learn to apply classroom learnings to hospital practice. Insofar as possible, the student should develop during the course acceptable skill in performance of nursing procedures included in the outline.

COURSE DESCRIPTION

A course designed to prepare qualified men and women to give effective nursing care to selected patients, to make and report observations, and to carry out routine aspects of ward management. Classroom teaching is centered around modern concepts of health, functional relationships within a hospital, fundamentals of effective interpersonal relations, and nursing procedures related to daily needs of patients and to common therapeutic measures. Throughout the course emphasis is given to the role of the nurses' assistant. Clinical experiences provide opportunities for applying classroom learnings to practice in the hospital setting.

NURSES' ASSISTANT

OUTLINE OF UNITS

UNIT I: INTRODUCTION TO ROLE OF THE NURSES' ASSISTANT

- Lesson 1: Trends in Nursing
- Lesson 2: Modern Health Facilities
- Lesson 3: Modern Nursing
- Lesson 4: The Nurses' Assistant Today

UNIT II: UNDERSTANDING EFFECTS OF ILLNESS

- Lesson 1: Common Effects of Illness
- Lesson 2: Common Reactions to Hospitalization
- Lesson 3: Aiding Adjustments to Illness and/or Hospitalization

UNIT III: MAKING OBSERVATIONS ON PATIENTS

- Lesson 1: How to Make Reliable Observations
- Lesson 2: How to Observe Respiratory and Circulatory Function
- Lesson 3: How to Measure Body Temperature
- Lesson 4: How to Observe Body Specimens
- Lesson 5: General Observations to Be Reported

UNIT IV: SAFETY MEASURES IN CARE OF THE SICK

- Lesson 1: Medical Asepsis
- Lesson 2: Fundamentals of Safety in Patient Care
- Lesson 3: Internal Disaster
- Lesson 4: External Disaster

UNIT V: MEASURES TO PROMOTE THE PATIENT'S COMFORT

- Lesson 1: Care of the Patient's Unit
- Lesson 2: Assisting the Patient with Personal Hygiene
- Lesson 3: Maintaining the Patient's Body Function
- Lesson 4: Diversional Activities

UNIT VI: MEASURES RELATED TO THE PATIENT'S ILLNESS

- Lesson 1: Care of the Patient in Isolation
- Lesson 2: Irrigations
- Lesson 3: Heat and Cold
- Lesson 4: Procedures Related to the Surgical Patient

UNIT VII: BECOMING A HOSPITAL EMPLOYEE

- Lesson 1: Being a Responsible Wage-Earner
- Lesson 2: Applying for and Resigning from a Position
- Lesson 3: Maintaining High Standards

DESCRIPTION OF COURSES



BUSINESS

**Quarter
Hours
Credit**

T-BUS 101—Introduction to Business

5

A survey of the business world with particular attention devoted to the structure of the various types of business organization, methods of financing, internal organizations, and management.

Prerequisite: None.

T-BUS 102—Typewriting

3

Introduction to the touch typewriting system with emphasis on correct techniques, mastery of the keyboard, simple business correspondence, tabulation, and manuscripts.

Prerequisite: None.

T-BUS 103—Typewriting

3

Instruction emphasizes the development of speed and accuracy with further mastery of correct typewriting techniques. These skills and techniques are applied in tabulation, manuscript, correspondence, and business forms.

Prerequisite: T-BUS 102 or equivalent. Speed requirement, 30 words per minute for five minutes.

T-BUS 104—Typewriting

3

Emphasis on production typing problems and speed building. Attention to the development of the student's ability to function as an expert typist, producing mailable copies. The production units are tabulation, manuscript, correspondence, and business forms.

Prerequisite: T-BUS 103 or equivalent. Speed requirement, 40 words per minute for five minutes.

T-BUS 106—Shorthand

4

A beginning course in the theory and practice of reading and writing shorthand. Emphasis on phonetics, penmanship, word families, brief forms, and phrases.

Prerequisite: None.

T-BUS 107—Shorthand

4

Continued study of theory with greater emphasis on dictation and elementary transcription.

Prerequisite: T-BUS 106 or the equivalent.

T-BUS 108—Shorthand

4

Theory and speed building. Introduction to office style dictation. Emphasis on development of speed in dictation and accuracy in transcription.

Prerequisite: T-BUS 107.

T-BUS 110—Office Machines

3

A general survey of the business and office machines. Students will receive training in techniques, processes, operation and application of the ten-key adding machines, full keyboard adding machines, and calculator.

Prerequisite: None.

T-BUS 112—Filing

3

Fundamentals of indexing and filing, combining theory and practice by the use of miniature letters, filing boxes and guides. Alphabetic Triple Check, Automatic, Geographic, Subject Soundex and Dewey Decimal filing.

Prerequisite: None.

Quarter
Hours
Credit**T-BUS 115—Business Law****3**

A general course designed to acquaint the student with certain fundamentals and principles of business law, including contracts, negotiable instruments, and agencies.

Prerequisite: None.

T-BUS 116—Business Law**3**

Includes the study of laws pertaining to bailments, sales, risk-bearing, partnership-corporation, mortgages, and property rights.

Prerequisite: T-BUS 115.

T-BUS 120—Accounting**6**

Principles, techniques and tools of accounting, for understanding of the mechanics of accounting. Collecting, summarizing, analyzing, and reporting information about service and mercantile enterprises, to include application of the principles learned.

Prerequisite: T-MAT 110.

T-BUS 121—Accounting**6**

Partnership and corporation accounting including a study of payrolls, federal and state taxes. Emphasis is placed on the recording, summarizing and interpreting data for Management control rather than on bookkeeping skills. Accounting services are shown as they contribute to the recognition and solution of management problems.

Prerequisite: T-BUS 120.

T-BUS 123—Business Finance**3**

Financing of business units, as individuals, partnerships, corporations, and trusts. A detailed study is made of short-term, long-term, and consumer financing.

Prerequisite: None.

T-BUS 124—Business Finance**3**

Financing federal, state, and local government and the ensuing effects upon the economy. Factors affecting supply of funds, monetary and credit policies.

Prerequisite: T-BUS 123.

T-BUS 205—Advanced Typewriting**3**

Emphasis is placed on the development of individual production rates. The student learns the techniques needed in planning and in typing projects that closely approximate the work appropriate to the field of study. These projects include review of letter forms, methods of duplication, statistical tabulation, and the typing of reports, manuscripts and legal documents.

Prerequisite: T-BUS 104. Speed requirement, 50 words per minute for five minutes.

T-BUS 206E—Dictation and Transcription**4**

Develops the skill of taking dictation and of transcribing at the typewriter materials appropriate to the course of study, which includes a review of the theory and the dictation of familiar and unfamiliar material at varying rates of speed. Minimum dictation rate of 80 words per minute required for five minutes on new material.

Prerequisite: T-BUS 108.

**Quarter
Hours
Credit****T-BUS 207E—Dictation and Transcription****4**

Covering materials appropriate to the course of study, the student develops the accuracy, speed, and vocabulary that will enable her to meet the stenographic requirements of business and professional offices. Minimum dictation rate of 90 words per minute required for five minutes on new material. Prerequisite: T-BUS 206.

T-BUS 208E—Dictation and Transcription**4**

Principally a speed building course, covering materials appropriate to the course of study, with emphasis on speed as well as accuracy. Minimum dictation rate of 100 words per minute required for five minutes on new material. Prerequisite: T-BUS 207.

T-BUS 211—Office Machines**3**

Instructions in the operation of the bookkeeping-accounting machines, duplicating equipment, and the dictating and transcribing machines. Prerequisite: T-BUS 110.

T-BUS 214—Secretarial Procedures**4**

Designed to acquaint the student with responsibilities encountered by a secretary during the work day. These include the following: receptionist duties, handling the mail, telegrams, office records, purchasing of supplies, office organization, and insurance claims. Prerequisite: None.

T-BUS 219—Credit Procedures and Problems**3**

Principles and practices in the extension of credit; collection procedures; laws pertaining to credit extension and collection are included. Prerequisite: T-BUS 120.

T-BUS 229—Taxes**4**

Application of federal and state taxes to various businesses and business conditions. A study of the following taxes: income, payroll, intangible, capital gains, sales and use, excise, and inheritance. Prerequisite: T-BUS 121.

T-BUS 232—Sales Development**3**

A study of retail, wholesale and specialty selling. Emphasis is placed upon mastering and applying the fundamentals of selling. Preparation for and execution of sales demonstrations required. Prerequisite: None.

T-BUS 235—Business Management**3**

Principles of business management including overview of major functions of management, such as planning, staffing, controlling, directing, and financing. Clarification of the decision-making function. Role of management in business—qualifications and requirements. Prerequisite: None

T-BUS 239—Marketing**5**

A general survey of the field of marketing, with a detailed study of the functions, policies, and institutions involved in the marketing process. Prerequisite: None.

Quarter
Hours
Credit
4

T-BUS 243—Advertising

The role of advertising in a free economy and its place in the media of mass communications. A study of advertising appeals; product and market research; selection of media; means of testing effectiveness of advertising. Theory and practice of writing advertising copy for various media.
Prerequisite: None.

T-BUS 271—Office Management

3

Presents the fundamental principles of office management. Emphasis on the role of office management including its functions, office automation, planning, controlling, organizing and actuating office problems.
Prerequisite: None

T-BUS 272—Principles of Supervision

3

Introduces the basic responsibilities and duties of the supervisor and his relationship to superiors, subordinates, and associates. Emphasis on securing an effective work force and the role of the supervisor. Methods of supervision are stressed.
Prerequisite: None.

T-BUS 1105—Industrial Organizations

3

Methods, techniques, and practices of modern management in planning, organizing and controlling operations of a manufacturing concern. Introduction to the competitive system and the factors constituting product cost.
Prerequisite: None.

DATA PROCESSING

T-EDP 104—Introduction to Electronic Data Processing Systems

4

A study of the fundamental concepts and operational principles of data processing system. They are presented as an aid in developing a basic knowledge of computers as a prerequisite to the detail study of a particular system. This course also provides a general knowledge of computing systems and is prerequisite for all programming courses.
Prerequisite: None.

DRAFTING—MECHANICAL

DFT 1101—Schematics and Diagrams: Power Mechanics

1

Interpretation and reading of schematics and diagrams. Development of ability to read and interpret blueprints, charts, instruction and service manuals, and wiring diagrams. Information on the basic principles of lines, views, dimensioning procedures, and notes.
Prerequisite: None.

DFT 1104—Blueprint Reading: Mechanical

1

Interpretation and reading of blueprints. Information on the basic principles of this blueprint; lines, views, dimensioning procedures, and notes.
Prerequisite: None.

DFT 1117—Blueprint Reading: Welding

1

A thorough study of trade drawings in which welding procedures are indicated. Interpretation, use, and application of welding symbols, abbreviations, and specifications.
Prerequisite: DFT 1104.

DFT 1118—Pattern Development and Sketching

1

Continued study of welding symbols; methods used in layout of sheet steel; sketching of projects, jigs and holding devices involved in welding. Special emphasis is placed on developing pipe and angle layouts by the use of patterns and templates.

Prerequisite: None.

ECONOMICS
T-ECO 102—Economics

3

The fundamental principles of economics including the institutions and practices by which people gain a livelihood. Included is a study of the laws of supply and demand and the principles bearing upon production, exchange, distribution, and consumption both in relation to the individual enterprise and to society at large.

Prerequisite: None.

T-ECO 104—Economics

3

Greater depth in principles of economics, including a penetration into the composition and pricing of national output, distribution of income, international trade and finance, and current economic problems.

Prerequisite: T-ECO 102.

ENGLISH
T-ENG 101—Grammar

3

Designed to aid the student in the improvement of self-expression in grammar. The approach is functional with emphasis on grammar, diction, sentence structure, punctuation, and spelling. Intended to stimulate students in applying the basic principles of English grammar in their day-to-day situations in industry and social life.

Prerequisite: None.

T-ENG 102—Composition

3

Designed to aid the student in the improvement of self-expression in business and technical composition. Emphasis is on the sentence, paragraph, and whole composition.

Prerequisite: T-ENG 101.

T-ENG 103—Report Writing

3

The fundamentals of English are utilized as a background for the organization and techniques of modern report writing. Exercises in developing typical reports, using writing techniques and graphic devices, are completed by the students. Practical application in the preparation on a full-length report is required of each student at the end of the term. This report must have to do with something in his chosen curriculum.

Prerequisite: T-ENG 102.

T-ENG 204—Oral Communication

4

A study of basic concepts and principles of oral communications to enable the student to communicate with others. Emphasis is placed on the speaker's attitude, improving diction, voice, and the application of particular techniques of theory to correct speaking habits and to produce effective oral presentation. Particular attention given to conducting meetings, conferences, and interviews.

Prerequisite: T-ENG 101.

**Quarter
Hours
Credit****T-ENG 206—Business Communication****3**

Develops skills in techniques in writing business communications. Emphasis is placed on writing action-getting sales letters and prospectuses; business reports; summaries of business conferences; and letters involving credit, collection, adjustment, complaint, orders, acknowledgement, remittances, and inquiry.

Prerequisite: T-ENG 102.

T-ENG 1101—Reading Improvement**2**

Designed to improve the student's ability to read rapidly and accurately. Special machines are used for class drill to broaden the span of recognition, to increase eye coordination and word group recognition and to train for comprehension in larger units.

Prerequisite: None.

T-ENG 1102—Communication Skills**3**

Designed to promote effective communication through correct language usage in speaking and writing.

Prerequisite: None.

MARINE ENGINES

PME 1101—Marine Engines**7**

Development of a thorough knowledge in using, maintaining and storing the various hand tools and measuring devices needed in marine engine repair work. Study of the construction and operation of components of marine engines. Testing of engine performance; servicing and maintenance of pistons, valves, cams, camshafts, fuel and exhaust systems, cooling systems, proper lubrication, and methods of testing, diagnosing and repairing.

Prerequisite: None.

PME 1102—Fuel Systems**4**

A thorough study of fuel pumps, carburetors, and fuel injection systems. Characteristics of fuels, types of fuel systems, special tools, and testing equipment for the fuel system for marine engines.

Prerequisite: None.

PME 1128—Power Train Systems**4**

Power train systems: hydraulic and mechanical clutches, reduction gears, thrust, bearing assembly, coupling, propeller shaft, and bearings, stuffing boxes and stern bearings. Engine installation, alignment, and security.

Prerequisite: PME 1102.

PME 1129—Marine Auxiliary Equipment**6**

A comprehensive study of marine auxiliary equipment, such as pumps, compressors, generators, electrical steering apparatus, anchor windlass, rigging, and booms. Laboratory and shop practices in the repair and operation of this equipment, and in preventative maintenance.

Prerequisite: PHY 1102.

AUT 1121—Basic Hydraulics**2**

Theory and application of hydraulic systems. A study of pumps, lines, and valves used with equipment for marine and automotive applications.

Prerequisite: None.

**Quarter
Hours
Credit****DFT 1101—Schematics and Diagrams: Power Mechanics****1**

Interpretation and reading of schematics and diagrams. Development of ability to read and interpret blueprints, charts, instruction and service manuals, and wiring diagrams. Information on the basic principles of lines, views, dimensioning procedures, and notes.

Prerequisite: None.

MATHEMATICS**T-MAT 110—Business Mathematics****5**

This course stresses the fundamental operations and their application to business problems. Topics covered include payrolls, price marking, interest and discount, commission, taxes, and pertinent uses of mathematics in the field of business.

Prerequisite: None.

T-MAT 1101—Fundamentals of Mathematics**5**

Practical number theory. Analysis of basic operations: addition, subtraction, multiplication, and division. Fractions, decimals, powers and roots, percentages, ratio and proportion. Plane and solid geometric figures used in industry; measurement of surfaces and volumes. Introduction to algebra used in trade. Practice in depth.

Prerequisite: None.

MECHANICS**MEC 1112—Machine Shop Processes****2**

To acquaint the student with the procedures of layout work and the correct use of hand and machine tools. Experiences in the basic fundamentals of drill press and lathe operation; hand grinding of drill bits and lathe operation; set-up work applied to the trade.

Prerequisite: None.

MEC 1113—Shop Processes**3**

Study of practices used in metalworking shops: introduction to how materials can be utilized, and to the processes of shaping, forming, and fabricating of metals. Demonstration of the metalworking lathes, grinders, drills, milling machines, shapers, planers, saws, broachers, gear cutting machines and finishing machines. A study of the capabilities of these machines.

Prerequisite: None.

MEC 1114—Shop Processes**3**

Comparison of the unit-production and mass-production systems. Casting, forging and allied processes, welding and sheet metal working processes are demonstrated and discussed. Mass-production methods are studied in relationship to precision dimensional control.

Prerequisite: None.

MEC 1115—Treatment of Ferrous Metals**3**

Investigates the properties of ferrous metals and tests to determine their uses. Instructions will include some chemical metallurgy to provide a background for the understanding of the physical metallurgy of ferrous metals, producing iron and steel, surface treatments, alloy of special steel, classification of steels, and cast iron will be topics of study.

Prerequisite: None.

**Quarter
Hours
Credit****MEC 1116—Treatment of Non-Ferrous Metals**

Continuation of the study of physical metallurgy. The non-ferrous metals; bearing metals (brass, bronze, lead) light metals (aluminum and magnesium) and copper and its alloys are studied. Power metallurgy, titanium, zirconium, idium and vanadium are included in this course.

Prerequisite: None.

MEC 1205—Machine Shop Theory and Practice**7**

Advance work on all the standard machine tools (lathe, milling machine, grinders, shaper, power saw, and drill press) with special emphasis placed on setups and processes. Class projects using many different machines, setups, and processes will be stressed. Highly precision work will be required in all projects.

MEC 1210—Physical Metallurgy**4**

Introductory course in metallurgy, a basic study of the properties of metals and alloys. Analysis of the structure of metals and alloys, atomic structure, nuclear structure, and nuclear reactions. Solid (crystalline) structures, methods of designating crystal planes; liquid and vapor phases, phase diagrams, and alloy systems.

MEC 1211—Physical Metallurgy**4**

Properties of metals and alloys, the reactions of metals, diffusion, carburizing, metal bonding, and homogenization, recrystallization and grain growth, age hardening, nitriding, internal oxidation, heat treatment of steel, laboratory experiments and demonstrations.

Prerequisite: MEC 1210.

PRACTICAL NURSING**Contact Hours
Per Quarter****NUR 1001—Practical Nursing I****330**

Designed to assist students in acquiring the knowledge, understandings, appreciations, and attitudes basic to effective nursing of patients of all ages and backgrounds. Emphasis is on nursing needs arising both from the individuality of the patient and from inability for self-care as a result of a health deviation. Patient-centered studies include analysis of patient needs, both through classroom study of hypothetical patient situations and through planned experiences in the clinical environment. Beginning skills in nursing methods are developed through planned laboratory practice and supervised patient care.

OBJECTIVES: To assist beginning students in practical nursing to acquire basic knowledge from nursing and related subject areas and to begin to develop the skills needed for safe and effective bedside care of patients in a state of dependency due to health deviations.

COURSE MATERIAL:

Nursing—

History

Introduction to Patient Care

Health—

Personal, Physical and Mental

Family

Community

Contact Hours
Per Quarter

Basic Science—

Body Structure and Function
Bacteriology
Basic Nutrition

Vocational Adjustments—

Introduction to Ethics
Legal Aspects of Nursing
Communications and Human Relations

Prerequisite: Admission requirements.

NUR 1002—Practical Nursing II

396

Designed to introduce the student to deviations from normal, to nursing methods and therapeutic procedures, and to clinical specialties. Continued patient-centered study, with introduction of the illness condition as an additional source of nursing needs. Increased emphasis on clinical activities and selected patient care.

OBJECTIVES: To assist practical nursing students to acquire further knowledge and understanding and to develop further skills needed for rendering safe and effective nursing care to selected patients of all ages.

COURSE MATERIAL:

Medical-Surgical Nursing—

Patient Care

Therapeutic Methods, including administration of oral medications.

Introduction to Maternity Nursing

Introduction to Nursing the Sick Child

Communications and Human Relations

Prerequisite: NUR 1001.

NR 1003—Practical Nursing III

396

Designed to acquaint the student with common illness conditions, related nursing needs and therapeutic methods, and role of the practical nurse in care of patients with specific conditions. Learning situations are selected to illustrate commonalities with a wide variety of similar conditions and to promote student awareness of similarities and differences. Clinical practice emphasizes student experience in care of subacutely ill patients with a wide variety of illnesses, correlated with classroom studies insofar as possible.

OBJECTIVES: To assist practical nursing students to acquire knowledge of common disease conditions and to develop beginning skills in rendering nursing care to patients of all ages with specific needs arising from the illness and/or therapy.

COURSE MATERIAL:

Common Medical—

Surgical Conditions

Care of the Subacutely Ill Child

Care of Maternity Patients and Newborn Infants with Complications

Prerequisite: NUR 1002.

NUR 1004—Practical Nursing IV

396

Designed to introduce the student to care of patients with complex nursing needs and to the assisting role of the practical nurse in situations requiring judgments based on depth of knowledge. Clinical practice includes supervised care of labor patients and seriously ill adults and children.

OBJECTIVES: To assist practical nursing students to acquire knowledge of needs of seriously ill patients, to develop beginning skills in assisting the registered nurse and/or physician in complex nursing situations, and to make the transition to the role of graduate practical nurse.

COURSE MATERIAL:

- Needs of the Seriously Ill Patient
- Needs of Patients in Immediate Post-Operative Period
- Needs of the Labor Patient
- Needs of the Seriously Ill Child
- Assuming the Role of Graduate Practical Nurse

Prerequisite: NUR 1003.

PHYSICS

**Quarter
Hours
Credit**

PHY 1101—Applied Science

4

An introduction to physical principles and their application in industry. Topics in this course include measurement; properties of solids, liquids, and gasses; basic electrical principles

Prerequisite: None.

PHY 1102—Applied Science

4

The second in a series of two courses of applied physical principles. Topics introduced in this course are heat and thermometry, and principles of force, motion, work, energy, and power.

Prerequisite: None.

PSYCHOLOGY

T-PSY 112—Personality Development

3

Designed to help the student recognize the importance of the physical, intellectual, social, and emotional dimensions of personality. Emphasis is placed on grooming and methods of personality improvement.

Prerequisite: None.

PSY 1101—Human Relations

3

A study of basic principles of human behavior. The problems of the individual are studied in relation to society, group membership, and relationships within the work situation.

Prerequisite: None.

SOCIOLOGY

SOC 1103—Small Business Operations

3

An introduction to the business world, problems of small business operation, basic business law, business forms and records, financial problems, ordering and inventorying, layout of equipment and offices, methods of improving business, and employer-employee relations.

Prerequisite: None.

WELDING

WLD 1101—Basic Gas Welding

1

Welding demonstrations by the instructor and practice by students in the welding shop. Safe and correct methods of assembling and operating the welding equipment. Practice will be given for surface welding, bronze welding, silver soldering, and flame-cutting methods applicable to mechanical work.

Prerequisite: None.

WLD 1112—Mechanical Testing and Inspection**3**

The standard methods for mechanical testing of welds. The student is introduced to the various types of tests and testing procedures and performs the details of the test which will give adequate information as to the quality of the weld. Types of tests to be covered are: bend, destructive, free-bend, guide-bend, nick-tensile, notched-bend, tee-bend, nondestructive, V-notch Charpy impact, etc.

Prerequisite: None.

WLD 1120—Oxacetylene Welding and Cutting**7**

Introduction to the history of oxyacetylene welding, the principles of welding and cutting, nomenclature of the equipment, assembly of the units. Welding procedures such as practice of puddling and carrying the puddle, running flat beads, butt welding in the flat, vertical, and overhead position, brazing, hard and soft soldering. Safety procedures are stressed throughout the program of instruction in the use of tools and equipment. Students perform mechanical testing and inspection to determine quality of the welds.

Prerequisite: None.

WLD 1121—Arc Welding**7**

The operation of A. C. transformers and D. C. motor generators arc welding sets. Studies are made of welding heats, polarities, and electrodes for use in joining various metal alloys by the arc welding process. After the student is capable of running beads, butt and fillet welds in all positions, they are made and tested in order that the student may detect his weaknesses in welding. Safety procedures are emphasized throughout the course.

Prerequisite: None.

WLD 1122—Commercial and Industrial Practices**6**

Designed to build skills through practices in simulated industrial processes and techniques: sketching and laying out on paper the size and shape description, listing the procedure steps necessary to build the product, and then actually following these directions to build the product. Emphasis is placed on maintenance, repairing worn or broken parts by special welding applications, field welding and nondestructive tests and inspection.

Prerequisites: WLD 1120, WLD 1121.

WLD 1123—Inert Gas Welding**2**

Introduction and Practical operations in the use of inert-gas-shield arc welding. A study will be made of: equipment, operation, safety and practice in the various positions. A thorough study of such topics as: principles of operation, shielding gases, filler rods, process variations and applications, manual and automatic welding will be made.

Prerequisite: None.

WLD 1124—Introduction to Pipe Welding**7**

Designed to provide practice in the welding of pressure piping in the horizontal, vertical, and horizontal fixed position using shielded metal arc welding processes according to Section IX of the ASME code.

Prerequisite: None.

WLD 1125—Certification Practices**5**

This course involves practice in welding the various materials to meet certification standards. The student uses various tests including the guided bend and the tensile strength tests to check the quality of his work. Emphasis is placed on attaining skill in producing quality welds.

Prerequisites: WLD 1120, WLD 1121, WLD 1123, WLD 1124.

**Quarter
Hours
Credit**

WLD 1226—Welding Theory and Practice**6**

Treatment of fundamental principles and practices of metal fabrication. The student learns procedures and techniques of joining frame members, supporting members, struts, braces, stressed skins according to approved engineering practices.

Prerequisite: WLD 1125.

WLD 1227—Welding Theory and Practice**4**

Overview of recently developed sophisticated metal joining processes. Fundamentals of bonding metals with synthetic non-metal materials and welding of plastics.

Prerequisite: WLD 1226.

WLD 1230—Special Problems in Welding**7**

The purpose of this course is to broaden the subject matter experience in the area of welding. Problems involving experimentation, investigation and research in one or more welding areas will be required.

Prerequisite: WLD 1227.

Upon completion of the welding program, qualified persons may become certified at the Carteret Technical Institute. Certification is given according to the standard of the North Carolina State Highway Commission and the American Welding Society.

COSMETOLOGY

Course Title**Credit****BEGINNERS' DEPARTMENT**

Students shall spend three hundred (300) hours in this department before entering the advanced department and shall not work on members of the public during this 300 hours. The hours earned in this department shall be devoted to the following Scientific Study and Mannequin Practice. Manicuring practice in this department shall be done on the students enrolled in the school during the first 300 hours.

COS 1001—Scientific Study I**6**

This is a course for beginners in Cosmetology. It includes a study of Professional Ethics, Grooming and Personality Development, Sterilization, Sanitation, First Aid and Bacteriology, Cosmetology Law, Anatomy, Chemistry, Nails, Nail Disorders, Manicuring, Hair, Scalp, Skin, and Disorders pertaining to the hair, scale, and skin.

Prerequisite: None.

COS 1011—Mannequin Practice**7**

A study of Finger Waving, Pin Curling, Rollers, Marcelling, Hair Relaxing, Shampooing and Rinses, Scalp Treatment, Hair Cutting, Permanent Waving, Hairdressing and Combing, Hair Tinting, Bleaching, Frosting, Streaking, Wig Care and Styling.

Prerequisite: None.

ADVANCED DEPARTMENT

The hours earned in the Advanced Department shall be devoted to the following study and live model performance completions. Work in this department may be done on the public. Students with less than 300 hours shall not work in this department.

Course Title	Credit
COS 1002—Scientific Study II	5
A class room study of Skin, Scalp, Hair, Nails, and their disorders, Salesmanship, Permanent Waving, Marcelling, Relaxing, Hairdressing, Wigs, and Hair Coloring.	
Prerequisite: None.	
COS 1022—Clinical Application I	8
A study of live model performance. This course is designed to develop skills and understanding of techniques and applications in the areas of Bacteriology, Pin Curling, Finger Waving, Rollers, Permanent Waving, Marcelling, Chemical Relaxing, Hairdressing and Wigs, Manicuring and Pedicuring, Skin and Scalp Disorders, Hair Coloring, and Hair Cutting.	
Prerequisite: None.	
COS 1003—Scientific Study III	5
A classroom study of Anatomy, Manicuring, Chemistry, Cosmetics-Facials, Hair Styling, Theory of Massage, Scalp Treatments, Superfluous Hair Removal, Grooming and Hygiene.	
Prerequisite: None.	
COS 1033—Clinical Application II	8
This course gives continued laboratory practice and application of techniques in Hair Shaping, Professional Ethics, Manicuring, Chemistry, Cosmetics-Facials, Hair Styling, Hair Coloring (rinses, etc.) and Scalp Treatments.	
Prerequisite: None.	
COS 1004—Scientific Study IV	5
A classroom study of Chemistry, Sanitation, Sterilization, Hair Coloring and Lash and Brow Tinting, Artistry in Hair Styling, Beauty Salon Salesmanship Management, Electricity, Cold Waving and Hair Shaping.	
Prerequisite: None.	
COS 1044—Clinical Application III	8
A continued study of laboratory practices in Chemistry, Sanitation, Sterilization, Hair Coloring and Lash and Brow Tinting, Artistry in Hair Styling, Cold Waving, and Hair Shaping.	
Prerequisite: None.	

RADIOLOGIC TECHNOLOGY

FIRST QUARTER

**Quarter
Hours
Credit**

BIO 70—Principles of Biology I

4

Molecular basis of cell structure and activities with emphasis on bioenergetics; cellular and organismal control systems; reproduction.

Prerequisite: None.

RDT 104—Medical Terminology I

1

A study of medical terms related to the technical aspects of Radiology and those terms dealing with the appendicular skeleton.

Prerequisite: None.

**Quarter
Hours
Credit****RDT 114—Professional Ethics****1**

Designed to acquaint the student with the rules of conduct (ethics) in the medical profession. Emphasis is placed on appearance, patient handling, speech, professional secrecy, and in general what to do and what not to do in a hospital atmosphere.

Prerequisite: None.

MATH 101—Math I**3**

A basic study of mathematics beginning with algebra, geometry, logarithms, ratio-proportion with emphasis on the various means of application in Radiology.

Prerequisite: None.

RDT 107—Radiographic Technique I**3**

A detailed study of radiation protection to patients and personnel, radiographic accessories, sterile techniques, and darkroom.

Prerequisite: None.

RDT 110—Radiological Technology Lab I**8**

Clinical experience in patient handling, use of x-ray generators, developing procedures, proper radiographic positioning, and radiation protection.

Prerequisite: None.

SECOND QUARTER**PHY 101—Physics I****4**

An in-depth study of electricity, magnetism, structure of matter, measurements, and principles of work, force and energy.

Prerequisite: None.

RDT 101—Anatomy I**4**

A detailed study of the appendicular skeleton with emphasis on bone growth, construction and malformations.

Prerequisite: None.

RDT 105—Medical Terminology II**1**

Detailed study of medical anatomy terms related to bony extremities and entire spine for the purpose of increasing the student's medical vocabulary in this specific area.

Prerequisite: RDT 104.

RDT 108—Radiographic Techniques II**2**

Related radiographic positioning, principles of x-ray exposure with emphasis on density and contrast.

Prerequisite: RDT 107.

RDT 116—Film Critique I**1**

Review and critique of student radiographs taken during clinical experience with emphasis on the student's required projections.

Prerequisite: None.

RDT 111—Radiologic Technology Lab II**8**

Clinical experience in patient handling, use of x-ray generators, developing procedures, proper radiographic positioning, and radiation protection.

Prerequisite: RDT 110.

Quarter
Hours
Credit

THIRD QUARTER

PHY 102—Physics II

4

Principles of x-ray generation, x-ray interaction with matter (pair production, Compton effect), properties and characteristics of x-rays and motors and generators.

Prerequisite: Phy 101.

RDT 102—Anatomy II

4

Basic anatomy study of the bony extremities and spine (cervical, thoracic lumbar, sacrum, coccyx).

Prerequisites: RDT 101, RDT 105.

RDT 106—Medical Terminology III

1

Designed to increase the student's medical vocabulary in relation to the anatomical terms used in conjunction with skull anatomy, both normal and abnormal.

Prerequisite: RDT 105.

RDT 109—Radiographic Techniques III

2

Related radiographic positioning, radiographic exposure principles and formulas necessary for exposure changes.

Prerequisite: RDT 108.

RDT 117—Film Critique II

1

Review and critique of student radiographs taken during clinical experience with emphasis on the student's required projections.

Prerequisite: None.

RDT 112—Radiological Technology Lab III

8

Clinical experience in patient handling, use of x-ray generators, developing procedures, proper radiographic positioning, and radiation protection.

Prerequisite: RDT 111.

FOURTH QUARTER

RDT 113—Radiologic Technology Lab IV

15

Clinical experience in special procedures for 8-10 weeks at North Carolina Memorial Hospital, Chapel Hill, North Carolina.

Prerequisite: None.

FIFTH QUARTER

RDT 201—Pediatric Radiography

1

A comprehensive study of the special techniques, congenital anomalies, and pathology associated with the radiography of children.

Prerequisite: None.

RDT 204—Anatomy III

3

Basic anatomy of the skull to enable the student to interpret accurately requests for x-ray examinations, to properly position the part, and to recognize the structures visualized.

Prerequisites: RDT 106, RDT 102.

**Quarter
Hours
Credit****RDT 202—Nuclear Medicine****2**

A basic study of the fundamentals of handling, administration, counting, and the nuclear physics involved with the use of radio-active material in medicine.

Prerequisite: None.

RDT 118—Film Critique III**1**

Review and critique of student radiographs taken during clinical experience with emphasis on the student's required projections.

Prerequisite: None.

RDT 210—Radiographic Technique IV**2**

A study of the construction of technique charts with an in-depth comparison of the various types. Students will be required to develop a technique chart which will be used by instructors for evaluation purposes.

Prerequisite: RDT 109.

RDT 203—Special Radiographic Procedures**2**

A detailed study of special examinations which require the administration of contrast agents. Example: Carotid arteriogram, Femoral arteriogram, Cardiac catheterization, Pneumoencephalograms. Emphasis is placed on the construction and operation of the intricate equipment necessary to perform these exams.

Prerequisite: None.

RDT 214—Radiologic Technology Lab V**8**

Clinical experience in patient handling, use of x-ray generators, developing procedures, proper radiographic positioning, and radiation protection.

Prerequisite: RDT 113.

SIXTH QUARTER**PSYC 50—Psychology****3**

The fundamental principles underlying human behavior.

Prerequisite:: None.

RDT 205—Topographic Anatomy**3**

Emphasis here is placed on topographic anatomy and the relationship of organs to each other. Instead of presenting the material by systems, the material is presented according to regions of the body, the stress being upon the location of each organ using surface landmarks and the relation of the organ to other organs within the same anatomic region.

Prerequisite: RDT 204.

RDT 213—Radiation Therapy**2**

This course is designed to meet the basic minimal requirements for technologists in radiation therapy. It is slanted toward the student whose training is primarily in the field of diagnostic x-ray technology but whose subsequent employment may include duties in radiation therapy. It is recommended that experience be provided as well in the use of radium and radioactive isotopes with demonstration of the more commonly employed applicators and with emphasis placed upon the storage and handling of radioactive materials and the protective measures which must be taken in their use.

Prerequisite: None.

**Quarter
Hours
Credit**

RDT 119—Film Critique IV

1

Review and critique of student radiographs taken during clinical experience with emphasis on the student's required projections.

Prerequisite: None.

RDT 217—Dental Radiography

1

Course is designed to acquaint the student with the basic principle of positioning, anatomy, radiation protection and radiographic techniques in the dental profession.

Prerequisite: None.

RDT 218—Seminar I

2

A comprehensive review of all material covered.

Prerequisite: None.

RDT 222—TV & Monitor Systems

1

Designed to give the student a background knowledge in basic TV electronics with emphasis placed on the how and why of TV monitor systems in modern radiology. Emphasis is placed on radiation protection to patients and personnel and how these systems limit radiation exposure.

Prerequisite: None.

RDT 215—Radiologic Technology Lab VI

8

Clinical experience in patient handling, use of x-ray generators, developing procedures, proper radiographic positioning, and radiation protection.

Prerequisite: RDT 214.

SEVENTH QUARTER

Soci 110—Sociology

5

The nature, concepts and principles of sociology; society, culture, socialization, groups, institutions and organizations, the clan system, social change, social processes.

Prerequisite: None.

RDT 223—Departmental Administration

1

To acquaint the student with the organization, function, supervision, and financial arrangements relative to departments of radiology. To present correct department, intra-and inter-department relationships, such as those pertaining to attitudes and policies relative to personnel management.

Prerequisite: None.

RDT 224—Equipment Maintenance

1

To familiarize the student with the component circuits of an x-ray unit, to permit detection and correction of simple difficulties which interfere with or prevent the proper function of the equipment or accessories; as well as fundamentals of preventive maintenance to avoid expensive breakdown.

Prerequisite: None.

RDT 225—Seminar II

1

A continuation of Seminar I in that it is a comprehensive review.

Prerequisite: None.

Quarter
Hours
Credit**RDT 226—Medical and Surgical Diseases****2**

To acquaint the student with certain changes that occur—disease and injury and their application to x-ray technology. An understanding of these should enable the technologist to handle seriously ill or injured patients more intelligently, to produce more informative radiographs and to obtain greater satisfaction from his work. This is not intended as a detailed course in pathology. It is suggested that the instructor emphasize the features of the various conditions which should be known by the technologist in performance of the indicated x-ray examinations.

Prerequisites: RDT 205, RDT 204.

RDT 206—Physiology**3**

A concentrated study of the various body systems, such as circulatory, nervous, endocrine, respiratory and lymphatic. Emphasis is placed on anatomy and function.

Prerequisite: RDT 204.

RDT 227—Contrast Media**1**

To acquaint the student with the common procedures in radiography involving the use of contrast media, the equipment and media used, and the reactions and contra-indications to these media.

Prerequisite: None.

RDT 220—Film Critique V**1**

Review and critique of student radiographs taken during clinical experience with emphasis on the student's required projections.

Prerequisite: None.

RDT 216—Radiologic Technology Lab III**8**

Clinical experience in patient handling, use of x-ray generators, developing procedures, proper radiographic positioning, and radiation protection.

Prerequisite: RDT 215.

EIGHTH QUARTER**RDT 217—Radiologic Technology Lab VIII****15**

Clinical experience in patient handling, use of x-ray generators, developing procedures, proper radiographic positioning, and radiation protection.

Prerequisite: RDT 216

AUTOMOTIVE**PME 1101—Internal Combustion Engine****7**

Development of a thorough knowledge and ability in using, maintaining, and storing the various hand tools and measuring devices needed in engine repair work. Study of the construction and operation of components of internal combustion engines. Testing of engine performance; servicing and maintenance of pistons, valves, cams and camshafts, fuel and exhaust systems, cooling systems; proper lubrication; and methods of testing, diagnosing and repairing.

Prerequisite: None

**Quarter
Hours
Credit****PME 1102—Engine Electrical and Fuel Systems****9**

A thorough study of the electrical and fuel systems of the automobile. Battery cranking mechanism, generator, ignition, accessories and wiring; fuel pumps, carburetors, and fuel injectors. Characteristics of fuels, types of fuel systems, special tools, and testing equipment for the fuel and electrical system.

Prerequisite: PME 1101

AUT 1121—Braking Systems**4**

A complete study of various braking systems employed on automobiles and light weight trucks. Emphasis is placed on how they operate, proper adjustment, and repair.

Prerequisite: PHY 1102

AUT 1123—Automotive Chassis and Suspension Systems**6**

Principles and functions of the components of automotive chassis. Practical job instruction on adjusting and repairing of suspension and steering systems. Units to be studied will be shock absorbers, springs, steering systems, steering linkage, and front end alignment.

Prerequisite: PME 1102

AUT 1124—Automotive Power Train Systems**6**

Principles and functions of automotive power train systems: Clutches, transmission gears, torque converters, drive shaft assemblies, rear axles and differentials. Identification of troubles, servicing, and repair.

Prerequisite: PHY 1102, AUT 1123

AUT 1125—Automotive Servicing**6**

Emphasis is on the shop procedures necessary in determining the nature of troubles developed in the various component systems of the automobile. Troubleshooting of automotive systems, providing a full range of experiences in testing, adjusting, repairing and replacing.

Prerequisites: AUT 1123, AUT 1121, AHR 1101

CONTINUING EDUCATION



GENERAL INFORMATION

Carteret Technical Institute offers a diversity of classes other than those offered in its regular curricula. The courses are taught at the Institute and in several communities. Individuals of post-high school age, regardless of their background training and experience, are welcomed and encouraged to participate in these classes.

In Evening and Extension classes, the Institute is able to offer the following:

- Cultural Activities
- Firemanship Instruction
- Law Enforcement Instruction
- Adult High School Education
- Technical Education
- Trade Education
- Industry Training
- Literacy Education

Many of these services are offered away from the Institute in various communities.

SCHEDULE

Most courses are offered one to two evenings per week from 7 to 10 p.m., Monday through Friday.

INSTRUCTIONAL MATERIALS FEE

The tuition for evening and extension courses range from \$3 to \$10 per course. Tuition is payable to the Institute on the first class meeting. The tuition does not include the cost of textbooks, manuals, special tools or other items if needed in a course.

REGISTRATION

Registration is conducted on the first night of class. However, registration will be accepted anytime during the course, in some courses.

CERTIFICATE OF ATTENDANCE

Upon successful completion of any extension course, a student will be awarded a certificate of attendance from the Institute.

GENERAL ADULT EDUCATION

Under this program, the Institute may offer short courses on any level to assist adults in meeting their educational needs and the development of their cultural, intellectual and social tastes.

Within this program, interested persons may have the opportunity for job advancement, or they may start hobbies that will give them a great personal satisfaction.

Some of the courses that are offered are:

Knitting	Millinery
Cake Decorating	Tailoring
Oil Painting	Needlecraft
Music and Fine Arts	Theatre Workshop

MANPOWER DEVELOPMENT TRAINING ACT

The Manpower Development Training Act (MDTA) was passed by Congress in 1962 to help alleviate the rising problem of unemployment. Though unemployment was increasing, there were many jobs that were not filled due to a shortage of qualified workers. MDTA programs consist of prevocational training for the unemployed and underemployed. These people are referred to the Institute by the local employment Security Commission.

Labor surveys are made by the local Employment Security Commission to determine manpower shortages in certain areas of employment, and persons who are interested in and can qualify for training in these jobs are referred to the Institute by the Employment Security Commission. Programs are instituted as needed.

Programs are usually eighteen to thirty-six weeks in length and meet five days a week, eight hours a day. In many courses Adult Basic Education classes are taught a portion at the time for people who need a review of elementary and high school work.

ADULT BASIC EDUCATION

Adult Basic Education is a program designed with one major purpose — to assist adults who wish to improve their skills in oral and written communication, arithmetic, and basic science and social studies. With the completion of Adult Basic Education, the adult should be equipped to go into the Adult High School Program.

FIRE SERVICE TRAINING

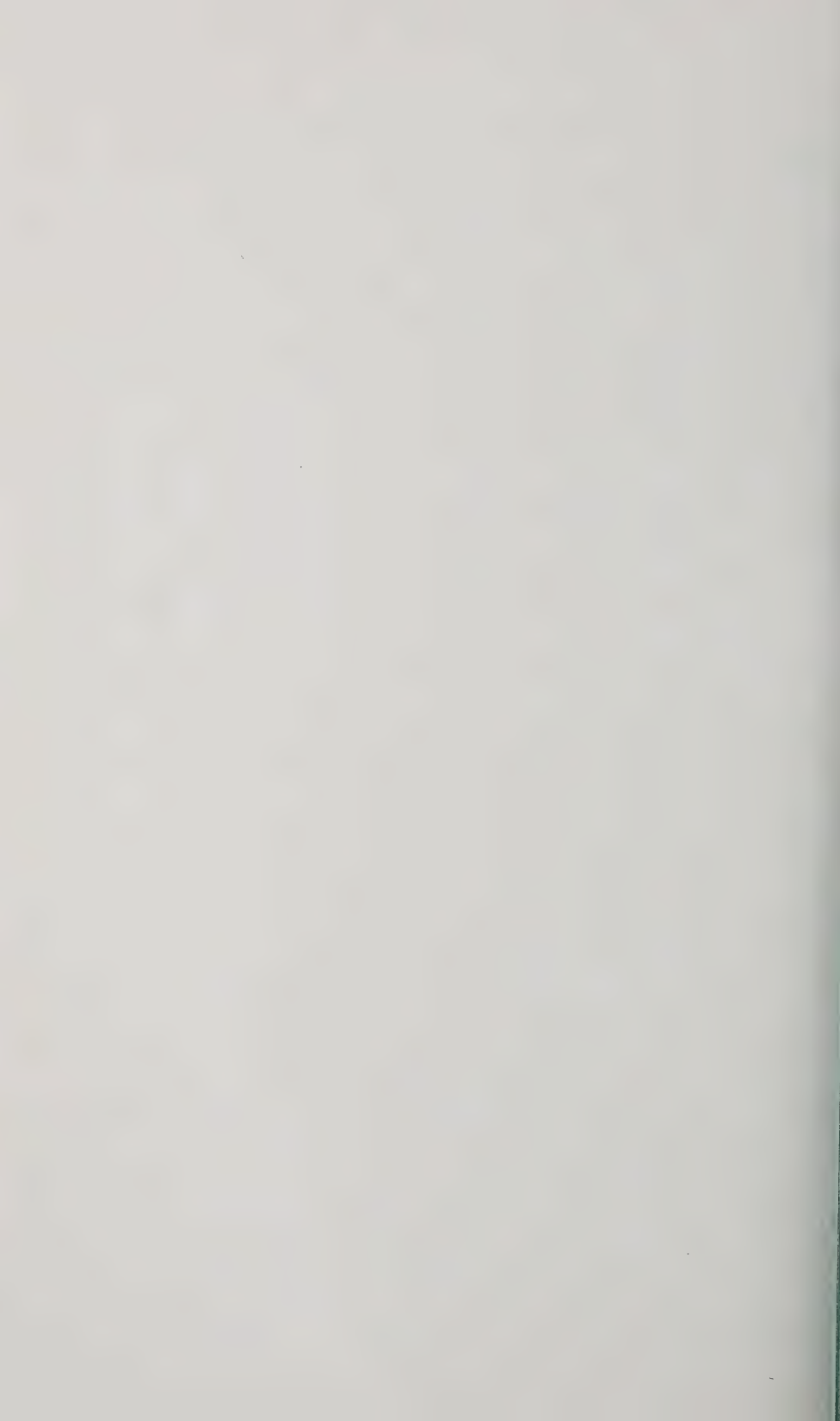
The growing Coastal Plain area of North Carolina requires expansion of fire fighting units and an up-grading of fire service personnel. The need for better trained personnel in latest techniques is met through training provided by the Extension program of the Institute.

The Fire Service Training Program is taken directly to the individual fireman. Training sessions are held in the local fire departments allowing the men to be trained as an organized group utilizing equipment they would ordinarily use in controlling fires.

TRADE PROGRAM

The Trade Program is primarily set up to assist employed adults to improve themselves in their occupational field through upgrading and updating programs.

When enough students request a course, it is set up and run as long as the need exists.



GENERAL CATALOG

1973-1974



CARTERET TECHNICAL INSTITUTE

MOREHEAD CITY, N. C. 28557

CARTERET TECHNICAL INSTITUTE

GENERAL CATALOG

1973 - 1974

Highway 70 West
MOREHEAD CITY, N. C.
Post Office Box 849
Telephone 726-2811

DIRECTORY OF CORRESPONDENCE

Inquiries will receive prompt attention if addressed to the Administrative Offices below at Carteret Technical Institute, P. O. Box 849, Morehead City, North Carolina 28557.

ADMINISTRATIVE AFFAIRS	_____	The President
ADMISSION	_____	Dean of Student Affairs
ACADEMIC AFFAIRS	_____	Dean of Instruction
ENTRANCE EXAMINATION	_____	Dean of Student Affairs
EVALUATION OF CREDITS	_____	Dean of Student Affairs
NON-CREDIT COURSES	_____	Director of Continuing Education
FINANCIAL AND BUSINESS AFFAIRS	_____	Business Manager
GIFTS AND BEQUESTS	_____	The President
HOUSING	_____	Dean of Student Affairs
PUBLICITY	_____	Dean of Student Affairs
REGISTRATION	_____	Assistant Dean of Student Affairs
SCHOLARSHIPS AND LOANS	___	Assistant Dean of Student Affairs
STUDENT AFFAIRS	_____	Dean of Student Affairs
TRANSCRIPTS	_____	Assistant Dean of Student Affairs
VETERAN'S AFFAIRS	_____	Dean of Student Affairs

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1973-1974 SCHOOL CALENDAR

FALL QUARTER

Freshman Orientation	September 5
Registration	September 6 and 7
Classes Begin	September 10
Last date for registration and to add a course	September 20
Last date to drop a course without penalty	October 1
Thanksgiving Holidays (Begin 5:00 p.m.)	November 21
Classes resume 8 a.m.	November 26
Quarter Examinations	November 27 and 28
Quarter Ends	November 28

Total number of teaching days — 56

WINTER QUARTER

Registration	December 3 and 4
Classes Begin	December 5
Last date for late registration and to add a course ..	December 14
Christmas Holidays begin (5:00 p.m.)	December 18
Classes resume (8:00 a.m.)	January 2
Last date to drop a course without penalty	January 9
Quarter Examinations	March 4 and 5
Quarter Ends	March 5

Total number of teaching days — 55

SPRING QUARTER

Registration	March 11 and 12
Classes Begin	March 13
Last date for late registration and to add a course	March 23
Last date to drop a course without penalty	April 3
Easter Holidays begin (5:00 p.m.)	April 11
Classes resume (8:00 a.m.)	April 16
Quarter Examinations	May 29 and 30
Quarter Ends	May 30

Total number of teaching days — 55

SUMMER QUARTER

Registration	June 5
Classes Begin	June 6
Last date for late registration and to add a course	June 16
Last date to drop a course without penalty	June 27
Independence Day Holidays begin (5:00 p.m.)	June 28
Classes resume (8:00 a.m.)	July 8
Quarter Examinations	August 27 and 28
Quarter Ends	August 28
Graduation — 8:00 p.m.	August 30

Total number of teaching days — 55

1973-1974 CALENDAR

1973

JANUARY							APRIL							JULY							OCTOBER							
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21	22	23	24	25	26	27	22	23	24	25	26	27	28	22	23	24	25	26	27	28	21	22	23	24	25	26	27	
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1974

JANUARY							APRIL							JULY							OCTOBER						
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FEBRUARY							MAY							AUGUST							NOVEMBER						
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MARCH							JUNE							SEPTEMBER							DECEMBER						
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31							30							29	30						29	30	31				

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Ellen M. Arduini	Assistant Bookkeeper
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Donald Thompson	Assistant Dean of Student Affairs
Em P. Willis	Counselor
Edna M. Davis	Secretary to the Dean of Student Affairs
Ethel Hunter	Receptionist

PERSONNEL

- Allen, Mary L.** Instructor, Business
B.S., Atlantic Christian College.
- Arduini, Ellen M.** Assistant Bookkeeper
Chowan College.
- Arnett, Jane C.** Director, Learning Resources Center
B.S., East Carolina University; M.L.S., East Carolina University.
- Brown, Julian M.** Director of Continuing Education
B.S., East Carolina University; M.A.Ed., East Carolina University.
- Bryant, Donald W.** President
B.A., Wake Forest University; M.A., University of Georgia;
Ed.D., North Carolina State University.
- Chandler, Rebecca M.** Instructor, Associate Degree Nursing
B.S.N., Presbyterian Hospital School of Nursing; St. Andrews Presbyterian College.
- Cribb, George F.** Chairman, Police Science Technology
L.L.B., LaSalle Extension University.
- Davis, Charles R.** Administrative Assistant
B.S., East Carolina University; M.A., East Carolina University;
Graduate study, North Carolina State University.
- Davis, Gerald** Instructor, Automotive Mechanics
Carteret Technical Institute.
- Davis, Grady G.** Instructor, Business
B.S., East Carolina University.
- Dixon, Joseph A., Jr.** Instructor, Welding
Certification, Welding and Drafting, Carteret Technical Institute.
- Elks, Mary T.** Coordinator, Learning Laboratory
Greensboro College; Campbell College; East Carolina University.
- Ellington, Rita K.** Instructor, Cosmetology
Diploma, Greensboro School of Beauty.
- Fulcher, G. Malcolm** Instructor, Business
B.S., University of North Carolina at Chapel Hill; Graduate study,
University of North Carolina at Chapel Hill.
- Gibbs, Guy F.** Acting Dean of Student Affairs
B.A., Campbell College; M.A.Ed., East Carolina University.
- Grantham, Joseph A.** Chairman, Business Department
A.B., Atlantic Christian College; Graduate study, East Carolina
University and North Carolina State University.
- Grantham, Parker B.** Instructor, General Education
B.A., Wilmington College; M.A., Duke University.
- Griffin, Dewey W.** Instructor, Police Science Technology
A.B., High Point College; M.Div., Emory University.
- Griffin, Florence E.** Instructor, Business
B.S., Atlantic Christian College
- Harrell, Gerald F.** Chairman, Cosmetology
Diploma, Greenville Beauty School.
- Harris, Rita D.** Bookkeeper
Carteret Technical Institute.

- Henderson, Lois G. Instructor, Cosmetology
Diploma, Continental Beauty College.
- Joyner, Samuel J. Instructor, Automotive Mechanics
General Motors Training Center; Hunter Engineering Technicians School.
- Kearney, E. Douglas, Jr. Dean of Instruction
B.S., Pembroke State University; M.A.Ed., East Carolina University.
- Lewis, Quentin M. Evening Director
B.S., North Carolina State University; M.A.Ed., East Carolina University.
- McBride, Nancy N. Instructor, Practical Nurse Education
B.S.N., Case Western Reserve University.
- Matthews, Juanita A. Chairman, Developmental Studies
B.A., East Carolina University.
- Mizell, U. Gurney, Jr. Chairman, Radiologic Technology
Diploma, University of North Carolina Memorial Hospital.
- Moore, William C. Chairman, Air-Conditioning and Refrigeration
Certification, Lee College.
- Morris, Ruth F. Chairman, Practical Nurse Education
B.S.N., University of Virginia.
- Munden, Elizabeth W. Instructor, Nurses' Assistant
R.N., Wilson School of Nursing.
- Musella, Michele L. Instructor, Associate Degree Nursing
B.S.N., University of Maryland.
- O'Neal, Milton M. Instructor, Welding
Southern Pilgrim College; Navy Welding Schools; Carteret Technical Institute.
- Plough, Gary W. Chairman, Automotive-Diesel Mechanics
Detroit Diesel; Caterpillar Diesel and Hydraulics; Johnson and Mercury Outboard Motor Schools; Roosamaster Fuel Injection School.
- Plough, Janet Instructor, Business
B.S., University of North Carolina at Greensboro.
- Powell, Elizabeth F. Instructor, Radiologic Technology
Certificate, Southeastern General Hospital School of X-Ray Technology.
- Ready, I. Epps, Jr. Coordinator, Learning Laboratory
B.S., East Carolina University; Graduate study, East Carolina University and North Carolina State University.
- Resor, Roger G. Instructor, Air-Conditioning and Refrigeration
Military Service Schools.
- Russell, Ann L. Instructor, Developmental Studies
B.S., East Carolina University; Graduate study, East Carolina University.
- Russell, Charles F. Instructor, Business
B.S.B.A., East Carolina University; Graduate study, East Carolina University.
- Smith, Lance M. Instructor, Small Engines
Johnson Outboard Motors School; Professional Work Experience.
- Snipes, M. L. Area Fisheries Coordinator
Professional Work Experience.
- Stanley, Bryan L. Chairman, Welding
Diploma, Welding Schools.

- Sterling, Jane K. Instructor, Practical Nurse Education
R.N., Jefferson Hospital School of Nursing.
- Taylor, Brenda L. Instructor, Business
B.S., Campbell College; M.A., Appalachian State University.
- Turnage, Joyce J. Chairman, Associate Degree Nursing
R.N., Rex Hospital School of Nursing; B.S.N., East Carolina University;
Graduate study, University of Maryland.
- Wainwright, Wilson C., Jr. Business Manager
B.S.B.A., East Carolina University.
- Williams, J. Thomas Assistant Business Manager
Guilford College; North Carolina State University.
- Willis, Em P. Counselor
A.B., University of North Carolina at Greensboro; Graduate study,
East Carolina University.

SUPPORTIVE SERVICES

- Cecil G. Whitehead _____ Plant Engineer
- Ted Conway _____ Duplicating Technician
- Donald Johnson _____ Chief Custodian
- Fred Chadwick _____ Custodian
- Robert Vann _____ Custodian
- Ernest Coney _____ Grounds Keeper

GENERAL INFORMATION



GENERAL INFORMATION

HISTORY

The institution presently known as Carteret Technical Institute began to become a reality for the people of Carteret County in July, 1963. At that time the Carterett County Industrial Education Center was authorized by the North Carolina State Board of Education, with the stipulation that the Center must operate proficiently for a period of two years as a unit of the Wayne Technical Institute before making application to have its status changed to that of independent institution. Following this action by the State Board of Education, state and local funds required for the Center's operation were allocated, buildings were obtained and renovated, necessary equipment was secured and installed, and in January, 1964, the Center inaugurated its first full-time program with the initiation of a course in Marine Engines.

The progress of the institution since 1964 has been steady and sure and is apparent in the growing number of courses offered to citizens of the county interested in furthering their education or improving their skills. Beginning with only one course in 1964, the Institute now offers full-time programs in fourteen areas. In addition, the Institute cooperates with the North Carolina Employment Security Commission in offering Manpower Development Training Act courses and with East Carolina University in providing a full freshman year of college work. Numerous short-term courses, normally 60-65 courses at any given time, are offered to meet particular needs of county residents.

Application for independent status was made and approved in January, 1968, giving the institution, now Carteret Technical Institute, equal status with other technical institutes in the North Carolina Community College System. In November of that year the citizens of Carteret County voted for a tax levy for support of the institution and technical institute bonds in the amount of \$500,000 for construction of a new physical plant. On December 13, 1968, the Governor and the Advisory Budget Commission approved conversion of the institution from contract to charter status. The Institute now operates directly under control of the North Carolina Department of Community Colleges.

Construction of the new facilities was completed in December, 1973. Carteret Technical Institute has made great progress since 1964, but the progress anticipated for the immediate future will surpass even that done to date.

PHILOSOPHY

The philosophy of Carteret Technical Institute is a system of beliefs that serves as a reservoir out of which come all objectives

of the institution. This philosophy, reflecting the thoughts of our leading educators, students, faculty, staff, and administration, has been adopted by the Board of Trustees.

With the establishment of Carteret Technical Institute a new dimension was added to the educational system of this area. In keeping with the broad goals of the North Carolina Department of Public Instruction and the Department of Community Colleges, Carteret Technical Institute readily adopted the philosophy of "total education" and the "open door" admissions. Total education, in addition to providing quality instruction, gives consideration to the diversity of cultural, civic, and economic needs among individual students and takes into account the differences in individual ability to acquire an education. The open door admission provides that for any applicant who wants and needs more education, regardless of his educational background, the door of the institution is open.

The institution is cognizant of the fact that to make the opportunities which it offers a reality to the citizens of North Carolina, there must be a planned cooperative effort with the elementary and secondary schools, the colleges and universities, and all other relevant agencies with similar objectives and responsibilities.

In summary, Carteret Technical Institute expounds a philosophy which holds out the hope of universality of educational opportunity, and the hope of maximal intellectual, moral, and physical achievement on the part of each student.

PURPOSES AND OBJECTIVES

The purpose of Carteret Technical Institute is to extend universal educational opportunities to anyone of suitable age.

The concept of universal educational opportunities for all persons includes the basic ingredients of easy accessibility, low tuition, professional guidance services, a broad curriculum offering, an atmosphere conducive to learning, and quality instruction. More specifically, the purpose of Carteret Technical Institute is:

- A. To provide technical programs which prepare persons for jobs in industry, business, government, health, fishing, agriculture, and service occupations and for which the Associate of Applied Science Degree may be awarded.
- B. To provide vocational programs which prepare persons for jobs requiring varying levels of ability and skill and for which a certificate or diploma may be awarded.
- C. To provide occupational educational programs for employed adults who need training or re-training to increase their occupational competency.

ACADEMIC INFORMATION



ACADEMIC INFORMATION

QUARTER SYSTEM

Carteret Technical Institute operates on the quarter system. The fall, winter, spring, and summer quarters are each approximately eleven weeks in length. The Institute is in session five days per week.

CREDIT HOURS

The quarter hour is the unit of measurement of credit purposes. Quarter hours of credit are awarded as follows: one quarter hour credit for each hour per week of class work, one quarter hour of credit for each two hours per week of laboratory work, and one quarter hour for each three hours of shop practice per week.

REGISTRATION

All students are required to register at the beginning of each quarter of attendance. Students who have failed to register properly will be considered audit students and will receive neither grades nor credit for the course. Registration procedures are published prior to each registration period and should be followed to insure that enrollment has been completed.

CHANGE OF SCHEDULE

There may exist certain circumstances that make it necessary for a student to change his class schedule after initial enrollment. A change in class schedule after registration may be made only with the approval of the faculty advisor, a counselor, and the Office of Student Affairs.

The last date that a course can be added each quarter is stated in the school calendar (normally one week after classes begin). Any student wishing to drop a course must complete the drop procedures before the date published in the school calendar (normally three weeks after classes begin).

ATTENDANCE

The curricula of the Institute consists of courses designed to prepare a student to enter the labor market. Each session of each class or laboratory is designed to build upon the information learned in the previous sessions. Prompt attendance at all scheduled classes, laboratory periods and examinations is expected of all students or continuity is lost.

1. Emergency Absences — A student may be absent from class for emergency reasons one time for each quarter hour credit

given for the course without affecting his grade. He will be responsible for making up any class assignments missed due to absence from class.

2. A student who accumulates more class absences than quarter hours credit for a course will not be allowed to return to the class without written permission from the Dean of Student Affairs. In addition, excessive absences will result in the lowering of such student's final grade.
3. A student who accumulates more class absences than quarter hours credit for a course for the following emergency reasons may have his case reviewed by the Dean of Student Affairs and may be reinstated without penalty:
 - a. Illness or injury to the student.
 - b. Illness or death in the immediate family.
 - c. Inclement weather (hurricane, ice, etc.).

TARDINESS

1. A student is tardy if not in his classroom, lab, or shop when the tardy bell rings.
2. If a student accumulates three tardies in a class the instructor will count these tardies as one of the emergency absences.

GRADING SYSTEM AND QUALITY POINT AVERAGE

A quality point system is used to calculate all student scholarship standings. The letter grades used are.

A—Excellent — 4 quality points per credit hour

B—Good — 3 quality points per credit hour

C—Average — 2 quality points per credit hour

D—Barely Passed — 1 quality point per credit hour

F—Failure — no quality points earned

I—Incomplete — no grade or quality points because of incomplete work. An "I" must be removed from the transcript within one calendar year. If an "I" is not removed within the time allowed, the "I" will remain on the transcript and the course will have to be repeated to receive credit.

Au—Audit — no grade or quality points

W—Withdrawal — no grade or quality points, indicates official withdrawal. Unofficial withdrawal will result in an "F" for the course.

P—Passing

The quality point average is calculated by dividing the total number of quality points earned by the total number of quarter

hours attempted, including both courses passed and failed. If a course has been repeated, only the higher grade will be used in determining the quality point average. All courses attempted will be shown on the official transcript.

GRADE REPORTS

Final quarter grades in all courses are issued each quarter as soon as they are processed by the Student Affairs Office.

DEAN'S LIST AND HONOR ROLL

Carteret Technical Institute recognizes outstanding academic achievement by a student through the Dean's List and Honor Roll.

The Dean's List is composed of students who are enrolled for a minimum of twelve quarter hours of credit and receive no grade below an "A" on all work taken.

The Honor Roll is composed of students who are enrolled for at least twelve quarter hours of credit and make at least three quality points per credit hour on all work taken with no grade below a "C."

TRANSFER OF CREDIT

Educational work completed by the student in other accredited institutions may, where applicable, be credited toward the requirements of the Degree or Diploma Program at Carteret Technical Institute. Students must file transcripts of previous education so that an evaluation can be made for awarding of transfer credit. A minimum of two quarters of residence at Carteret Technical Institute is required for graduation.

Quarter hours of credit earned at Carteret Technical Institute can be transferred to any of the institutions authorized to function under the North Carolina Department of Community Colleges. Grades transferred between institutions of the Department of Community Colleges will be accepted as recorded. Transfer of credits to institutions other than North Carolina's System of Community Colleges will be determined by the institution to which the student wishes to transfer.

PROFICIENCY EXAMINATION CREDIT

Credit by examination may be allowed if a student can demonstrate evidence that he possesses the required level of proficiency in a given subject as a result of independent study and experience.

This credit will be based on a written or oral examination or both given by the instructor of the course for which a proficiency score is desired.

Upon successful completion of a proficiency examination, hours credit will count toward graduation; however, no grade will be given. Hours earned by proficiency examination will not be used in the calculation of quality points.

AUDITING

Courses may be audited after registration procedures have been completed and permission has been obtained from the instructor. Credit by examination will not be allowed for courses which have been audited. A grade of "Au" will be recorded on the transcript with no hours credit or quality points given.

REPEATING COURSE WORK

The following regulations govern the repeating of a course previously taken at Carteret Technical Institute.

A student who has failed a course will be allowed to repeat the course and receive the higher grade. Should a course be repeated the quality point average would be determined using the hours attempted and quality points received from the higher grade, thus excluding any reference to the failing grade.

In some instances a student passes a course but does not reach the proficiency required during the quarter to advance to the next course in the sequence. Should a student taking a sequence course fail to meet the proficiency required by the department involved to advance to the next course in the sequence, he would be encouraged by the counseling staff and faculty advisor to repeat the course in order to gain greater proficiency.

A student who makes a "D" in a course and wishes to repeat the course must have the permission of the Department Chairman, the Counselor, and the Dean of Student Affairs.

When the course has been repeated the higher of the grades would be recorded on the student's transcript and used for determining the quality point average.

In order to maintain a complete record of all courses taken the student's transcript would contain those courses passed, failed, and repeated. However, only the higher grade will be used to determine the quality point average needed for graduation.

TRANSCRIPTS

An official transcript of work at Carteret Technical Institute will be sent to the appropriate institution or person upon request. There is no charge for a transcript.

REQUIREMENTS FOR GRADUATION

Carteret Technical Institute has been approved by the North Carolina Department of Community Colleges to award an Associate of Applied Science Degree, a Diploma, or Certificate to those who qualify through course work taken at the Institute.

An Associate of Applied Science Degree is awarded a student who completes a two year technical program with a general average of "C" or better in his major field of study and has at least two quality points for each quarter hour of credit earned in his total program.

A diploma is awarded a student who completes a one year vocational program with a general average of "C" or better in his major field of study and has at least two quality points for each quarter hour of credit earned in his total program.

A certificate is awarded a student who successfully completes a program of less than one year in length.

Presence at graduation exercises is a requirement for prospective degree or diploma recipients except when permission for absentia has been granted by the Dean of Student Affairs. A written request for such permission must be made at least ten (10) days before commencement.

Upon recommendation of the Department Chairman and approval by the Dean of Instruction and the President of the Institute, certain specific graduation requirements may be waived.

All financial obligations to the Institute must be cleared before a degree, diploma, or certificate can be awarded.

WITHDRAWAL

Students desiring to leave the Institute during the quarter must withdraw officially through the Office of Student Affairs. This can be done with an official withdrawal slip obtained from the Dean of Student Affairs. There is no penalty if a student withdraws prior to the date specified in the Institute Calendar as the last date for withdrawal without failure. Failures are recorded on all courses for students who withdraw after that date. However, if a student withdraws after the deadline at the request of a physician or with the approval of the instructor, Department Chairman, and Dean of Instruction a grade of "W" (Withdrawal) will be recorded for each course. Students who withdraw without following the above procedures will receive failing grades on all courses for which they are registered.

ADMISSION, EXPENSES, AND FINANCIAL AID



ADMISSIONS

ADMISSION POLICY

Carteret Technical Institute maintains an "Open Door" policy as set forth by the Department of Community Colleges. An applicant should be a high school graduate or be able to demonstrate experience and mental growth equivalent to that of a high school graduate.

Applicants who, at the time of their initial application, are deficient in their educational background to enter a chosen field of study will be encouraged to enroll in the Learning Laboratory and Developmental Studies area. Upon successful completion of these programs they will then be counselled concerning admission into a selected program.

The Institute serves all students regardless of race, color, creed, sex, or national origin.

PROGRAM ADMISSIONS REQUIREMENTS

An applicant who applies for admission to a technical program must be a high school graduate or possess an equivalency certificate. Applicants in Radiologic Technology must also present satisfactory scores from the College Entrance Examination Board (SAT).

Applicants to the East Carolina University-Carteret Technical Institute Program must possess a high school diploma or equivalency certificate. Recent graduates must provide scores from the College Entrance Examination Board (SAT).

Applicants for admission to a vocational program must be eighteen years of age. It is recommended that applicants possess a high school diploma or equivalency certificate; however, admission is granted if the applicant has the ability and the desire to pursue a curriculum program.

SPECIFIC ADMISSION PROCEDURES

APPLICATION

The applicant should submit a properly completed application form to the Dean of Student Affairs. Early application is recommended to allow adequate time for processing.

TRANSCRIPTS

Applicants for admission to all programs at the Institute must have official transcripts forwarded from high schools and all post-secondary schools that they have attended. Applicants who have earned equivalency certificates must present evidence that they

successfully completed the tests. It is the responsibility of the applicant to insure that official transcripts are presented to the Dean of Student Affairs.

MEDICAL STATEMENTS

A medical history questionnaire is required of all applicants. Those who make application in Practical Nurse Education, Cosmetology, Associate Degree Nursing, and Radiologic Technology must present medical forms completed by a physician prior to final acceptance. Necessary medical forms will be provided by the Dean of Student Affairs.

PLACEMENT TESTS

Each applicant is required to complete a series of aptitude tests appropriate to the program in which he seeks admission. These tests are given to assess various aptitudes and abilities. Where the scores on the test battery and/or previous academic background indicate a deficiency the student will have an opportunity to attend developmental courses or to work in the Learning Laboratory. Part-time or special students will not be tested unless a request is received from the instructor. The Dean of Student Affairs in certain cases can waive testing of applicants.

COUNSELING CONFERENCE

After initial admissions requirements have been met and testing completed, a conference will be held to discuss with the applicant his choice of curriculum and to plan more fully his course of study at the Institute.

ACCEPTANCE

Each applicant will be notified in writing of his admittance to a program of study.

TRANSFER APPLICANTS

Transfer students will be admitted to Carteret Technical Institute after filing an application, medical history form, and transcripts of all previous educational training. In some circumstances a pre-admissions test may be required.

PROVISIONAL ADMISSIONS

Students applying too late to complete all admission procedures will be permitted to register as provisional students at the discretion of the Dean of Student Affairs. A provisional student must complete all admissions procedures within four weeks after enrollment or face expulsion from the Institute.

READMISSION

Application for readmission is required of all students for whom one or more quarters have elapsed since their last enrollment. Graduates who plan to return in another program must also file for admission.

FOREIGN STUDENTS

The Institute is authorized under Federal law to enroll non-immigrant alien students. All foreign applicants must submit evidence of proficiency in the English language.

EXPENSES

RESIDENCY

1. **General:** The tuition charge for legal residents of North Carolina is less than for non-residents. To qualify for in-state tuition, a legal resident must have maintained his domicile in North Carolina for at least the twelve months next preceding the date of first enrollment or re-enrollment in an institution of higher education in this state. Student status in an institution of higher education in this state shall not constitute eligibility for residence to qualify said students for in-state tuition.
2. **Minors:** A minor is any person who has not reached the age of eighteen years. The legal residence of a person under eighteen years of age at the time of his first enrollment in an institution of higher education in this state is that of his parents, surviving parent, or legal guardian. In cases where parents are divorced or legally separated, the legal residence of the father will control unless custody of the minor has been awarded by court to the mother or to a legal guardian other than a parent. No claim of residence in North Carolina based upon residence of a guardian in North Carolina will be considered if either parent is living unless the action of the court appointing the guardian antedates the student's first enrollment in a North Carolina institution of higher education by at least twelve months.
3. **Adults:** An adult is any person who has reached the age of eighteen years. Persons, eighteen or more years of age at the time of first enrollment in an institution of higher education, are responsible for establishing their own domicile. Persons reaching the age of eighteen, whose parents are and have been domiciled in North Carolina for at least the preceding twelve months, retain North Carolina residence for tuition payment purposes until domicile in North Carolina is abandoned. If North Carolina residence is abandoned by an adult, maintenance of

North Carolina domicile for twelve months as a non-student is required to regain in-state status for tuition payment purposes.

4. **Married Students:** The legal residence of a wife follows that of her husband, except that a woman currently enrolled as an in-state student in an institution of higher education may continue as a resident even though she marries a non-resident. If the husband is a non-resident and separation or divorce occurs, the woman may qualify for in-state tuition after establishing her domicile in North Carolina for at least twelve months as a nonstudent.
5. **Military Personnel:** No person shall lose his in-state resident status by serving in the Armed Forces outside of the State of North Carolina. A member of the Armed Forces may obtain in-state residence status for himself, his spouse, or his children after maintaining his domicile in North Carolina for at least the twelve months next preceding his or their enrollment or re-enrollment in an institution of higher education in this state.
6. **Aliens:** Aliens lawfully admitted to the United States for permanent residence may establish North Carolina residence in the same manner as any other non-resident.
7. **Property and Taxes:** Ownership of property in or payment of taxes to the State of North Carolina apart from legal residence will not qualify one for the in-state tuition rate.
8. **Change of Status:** The residence status of any student is determined as of the time of his first enrollment in an institution of higher education in North Carolina except:
 - (a) In the case of a non-resident student at the time of first enrollment who has subsequently maintained domicile as a non-student for at least twelve consecutive months and
 - (b) In the case of a resident who abandons his legal residence in North Carolina.

In either case, the appropriate tuition rate will become effective at the beginning of the first subsequent term enrolled.
9. **Responsibility of Students:** Any student or prospective student in doubt concerning his residence status must bear the responsibility for securing a ruling by stating his case in writing to the Dean of Student Affairs. The student who, due to subsequent events, becomes eligible for a change in classification, whether from out-of-state to in-state or the reverse, has the responsibility of immediately informing the Dean of Student Affairs of his circumstances in writing. Failure to give complete and correct information regarding residence constitutes grounds for disciplinary action.

TUITION

North Carolina Students:

Full-Time Students

Tuition per quarter	\$32.00
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Activity fee	3.00
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Total	\$35.00
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Tuition for students taking less than 12 quarter hours is \$2.50 per quarter hour of credit.

Out-of-State Students:

Full-Time Students

Tuition per quarter	\$137.50
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Activity fee	3.00
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Total	\$140.50
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Tuition for students taking less than 12 quarter hours is \$11.45 per quarter hour of credit.

PAYMENT OF FEES

Tuition and fees for each quarter are payable on or before the date of registration. Any student who is unable to make payment at that time must make prior arrangements with the Business Manager.

A student will not be allowed to register if he has an outstanding debt due the Institute.

A student will not be allowed to graduate, receive a diploma or certificate, or obtain a transcript as long as an account is outstanding.

ACTIVITY FEE

An activity fee of \$3.00 per quarter is required of all curriculum students enrolled for twelve credit hours or more. The fee is required for both resident and non-resident students. The fee is used for all student activities.

AUDITING FEE

Students auditing a curriculum course at the Institute will be required to pay the tuition fee applicable to students receiving credit for the course. This regulation applies to both resident and non-resident students.

INSURANCE

A student may purchase insurance to cover accidents associated with school activities for \$3.00 per year. This group insurance coverage is for an entire school year. It is highly recommended that all students take advantage of this coverage. The insurance is optional and students can purchase this coverage by making payment in the Business Office at the beginning of each quarter.

LATE REGISTRATION

A late registration fee of \$5.00 will be charged, in addition to the regular required fees, all students who register after the official registration dates as published in the school calendar.

GRADUATION FEE

A graduation fee will be due and payable when application for graduation is processed. The graduation fee covers the cost of the degree or diploma, the rental of a cap and gown, and other graduation expenses.

REFUND POLICY

Tuition refund for students shall not be made unless the student is, in the judgment of the institution, compelled to withdraw for unavoidable reasons. In such cases, two-thirds ($2/3$) of the student's tuition may be refunded if the student withdraws within ten (10) calendar days after the first day of classes as published in the school calendar. Tuition refunds will not be considered after that time. Tuition refunds will not be considered for tuitions of five dollars (\$5.00) or less, unless a course or curriculum fails to materialize due to no fault of the student.

Veterans or war orphans receiving benefits under U. S. Code, Title 38, Chapter 34 and 35, can be refunded the pro rata portion of the tuition fee not used up at the time of withdrawal of such students.

BOOKS AND SUPPLIES

Necessary textbooks, supplies, and tools can be acquired through the bookstore maintained by the Institute. The bookstore is operated on a cash basis, and there is no refund on books and supplies. The cost of these items varies according to the program of study taken by the student.

FINANCIAL AID

GENERAL STATEMENT

Carteret Technical Institute participates in various financial aid programs. The purpose of the financial aid program is to provide assistance to students of exceptional financial need who without financial aid would be unable to pursue an education.

Application for financial aid may be obtained by contacting the Student Affairs Office, Carteret Technical Institute, P. O. Box 849, Morehead City, North Carolina 28557.

EDUCATIONAL OPPORTUNITY GRANT

The purpose of this program is to provide EOG to students of exceptional financial need, who, for lack of financial means of their own or their families, would not be able to enter or enroll without such assistance. The EOG program was established by Title IV, Part A, of the Higher Education Act of 1965 (Public Law 89-829). The maximum grant is \$1,000 and minimum grant is \$200. To be eligible for an EOG a student must be: (1) a high school graduate or the equivalent; (2) a national of the United States, or in the United States for other than a temporary purpose and intending to become a permanent resident thereof; (3) a full-time student in either the degree or diploma program; (4) of exceptional financial need and unable to attend the Institute without such a grant; (5) capable of maintaining good standards in his course of study. The EOG shall be made for the period required by the student to complete his course of study. In no event should such period exceed four academic years. The term academic years covers a period of three quarters.

WORK-STUDY PROGRAM

A number of eligible fulltime students may be employed in the Work-Study Program. Students can work a maximum of 15 hours per week. Work-Study students may be employed during the summer for a maximum of 40 hours per week if they are not enrolled during such period and plan to resume full-time studies the following quarter. Students work at the Institute and in various non-profit agencies in the community.

COLLEGE FOUNDATION

The insured student loan program is administered in North Carolina by the College Foundation, Inc., through the State Education Assistance Authority. Participating North Carolina banks and life insurance companies provide for the student loans and these are available to any North Carolina student under terms and condi-

tions set by College Foundation. Loans cover educational expenses for one year including tuition, books, and activity fee plus any allowances for travel and living expenses. Residents of North Carolina enrolled full-time may borrow up to \$1,500 per academic year. To be eligible for this loan, a student must be: (1) a full-time student; (2) a legal resident of North Carolina; (3) in good standing at this school.

JONES-AUSTIN VFW SCHOLARSHIP FUND

The Jones-Austin VFW Scholarship was established in October 1972 by the Jones-Austin VFW Post in Beaufort. The Scholarship is valued at \$250 for one year of study at the Institute.

Eligibility requirements for the two scholarships to be awarded annually are: (1) be a resident of Carteret County; (2) be between the ages of 18 and 25; (3) have an established financial need; (4) be recommended by a high school counselor; (5) be accepted as a full-time student; and (6) have the academic potential to pursue the program of study selected. The race, color, and sex of the recipient shall not be determining factor in awarding the scholarship.

VETERANS' EDUCATIONAL ASSISTANCE

Carteret Technical Institute has been approved for the training of veterans. Veterans, widows, and children of deceased veterans who want to attend school under the U. S. Code 38, Chapter 31, 34, and 35 may be admitted to Carteret Technical Institute and approved to receive educational benefits provided they meet the requirements established by the Veterans Administration.

Full details concerning training programs may be obtained from any Veterans Service Office.

SOCIAL SECURITY

Students of age 22 may be eligible for benefits from Social Security provided: (1) either the mother or father or both receive monthly disability or retirement benefits from Social Security; or (2) either parent is deceased and that person was fully insured by Social Security prior to death. In the event that these requirements are met by one enrolled as a full-time student, he should contact the nearest local Social Security Office for complete information.

VOCATIONAL REHABILITATION

Vocational Rehabilitation is a program operated through the Division of Vocational Rehabilitation in cooperation with the North Carolina Department of Public Instruction and the Federal Office

of the Vocational Rehabilitation Administration. The Division is financed by such services as are necessary to enable a physically or mentally employable-handicapped person to become self-supporting. Financial assistance is available for training at Carteret Technical Institute for eligible handicapped persons. If a prospective student has a physical disability or is limited in his activity because of a disability, he should contact the Division of Vocational Rehabilitation Office.

STUDENT SERVICES



STUDENT SERVICES

COUNSELING

Counseling services are provided by the Institute. Counseling services are provided from the point of initial interview until a person graduates from the Institute. The purpose of the counseling service is to aid students in determining their vocational and educational programs and to assist in resolving personal and social problems which might affect a student's progress toward an educational objective. Professionally trained counselors are available at all times to assist the student.

ORIENTATION

Orientation is a continuing process throughout a student's enrollment at the Institute.

Each student receives admissions information and counseling during the admissions process to enable him to make a wise decision in his choice of study, as indicated by identified needs, interests, and abilities. Group orientation sessions are conducted for all new students to introduce representatives of the administration, student government, and faculty.

Orientation is utilized to explain the Institute policies, regulations, facilities, and services.

FACULTY ADVISORS

At the time of initial enrollment, each student is assigned a faculty advisor in his major curriculum area. The advisor assists the student in planning his program. The advisor is available throughout the student's enrollment to offer advice and assistance. The students are encouraged to consult regularly with their faculty advisors.

Each student has full responsibility for keeping a record of his progress in his program of study. This includes being aware of the grade point average, course failures, courses repeated, and the requirements he must meet for graduation.

STUDENT HOUSING

Carteret Technical Institute does not have dormitory or boarding facilities. Although the Student Affairs Office assumes no direct responsibility in securing housing for those students not living at home, members of that department will assist students in locating suitable accommodations in the community.

STUDENT LOUNGE

The Institute provides a student lounge for the convenience of students. Included in the lounge is a snack area for sandwiches, candies, and soft drinks. Tables and chairs are provided so that students can relax during class breaks.

STUDENT GOVERNMENT ASSOCIATION

The purpose of the Student Government Association at Carteret Technical Institute is to promote the general welfare of students, to foster a spirit of democracy and unity in all student activities, to better school-community relations, and to stimulate student participation in all phases of school functions.

All full-time students at the Institute are members of the Student Government Association. The Representative Assembly is composed of elected representatives from each curriculum. Officers of the Association are elected in the Fall Quarter by the student body at large.

The Constitution of the Student Government Association is printed in the Student Handbook. Each student should be thoroughly familiar with the Constitution and the Student Handbook.

STUDENT ORGANIZATIONS

Carteret Technical Institute supports the Student Government Association in the development and implementation of various organizations for the social and academic development of the students.

ATHLETICS

The Institute provides the opportunity for students to develop and participate in an athletic program. Funds are available to sponsor a team in any sport where there is sufficient interest to institute a program. Teams have been fielded in basketball in the past with teams participating both in intercollegiate and intramural programs.

PLACEMENT

The Institute offers assistance to graduates seeking employment. The Student Affairs Office maintains a file of employers who have contacted the Institute requesting employees. Employment openings are posted in the Student Lounge. This is not to imply that the school guarantees employment to any student or employees to any employer. There is no charge for the assistance that the Institute renders the students seeking placement.

Students are encouraged to utilize the services of the Employment Security Commission which is active in job placement throughout the nation.

THE LEARNING RESOURCE CENTER

The Learning Resource Center has several areas of service which are (1) the Library Area, (2) the Media Area, and (3) the Developmental Studies Area. There are facilities for individual and group programmed study located in all areas.

The center is located in spacious and well-lighted quarters designed to offer the best facilities for group and individual enrichment. Books and related media are available for each program offered at the Institute with additional general interest and reference materials.

Professionally trained personnel, clerical staff, and student assistants are available to help the students and faculty receive the greatest benefits from the Learning Resource Center. The center is open from 8:00 A.M. to 10:00 P.M. Monday through Friday.

CAMPUS REGULATIONS



CAMPUS REGULATIONS

PARKING

Abundant parking is available for students in the lot immediately in front of the building. No student parking is permitted in lots beside the building or along those curbs which are painted yellow.

SMOKING

Smoking is permitted in the student lounge, halls and on campus but is prohibited in the classrooms, shops, and laboratories. Ash trays and receptacles are provided in those parts of the building where smoking is allowed, and students are expected to make use of those receptacles.

LITTER

Food and soft drinks are allowed only in the student lounge and the Cosmetology Department. Students are expected to leave these areas clean and to dispose of other litter in the wastebaskets throughout the building.

DRESS

Students are expected to dress appropriately for all occasions.

STUDENT CONDUCT

Students are expected to display the qualities of courtesy, respect and integrity that characterize the behavior of mature individuals and to abide by the rules and regulations established by the Institution. The violation of certain regulations will be considered a serious offense and may subject the student to disciplinary measures up to and including dismissal. Complete explanations of these regulations, along with procedures to be followed in disciplinary action and procedures to be followed by students wishing to appeal such action, are set out in the **Student Handbook**.

CONTINUING EDUCATION



CONTINUING EDUCATION

GENERAL INFORMATION

Carteret Technical Institute offers a diversity of classes other than those offered in its regular curricula. The courses are taught at the Institute and in several communities. Individuals of post-high school age, regardless of their background training and experience, are welcomed and encouraged to participate in these classes.

In Extension classes, the Institute is able to offer the following:

Cultural Activities	Technical Education
Firemanship Instruction	Trade Education
Law Enforcement Instruction	Industry Training
Adult High School Education	Literacy Education

CLASS LOCATIONS

A number of adult classes are held on the Institute campus. Classes are also conducted in any community of the county whenever a sufficient number of students have indicated an interest.

COURSE SCHEDULING

Classes are scheduled when there is a sufficient demand for a particular course or courses and when facilities and a qualified instructor can be found. The Department of Continuing Education maintains a "Record of Inquiry" in which a list is kept of the names and addresses of people who express interest in a course or courses. This "Record of Inquiry" is one of the tools used in determining the schedule of the Continuing Education Department; however, other survey methods will be used in determining the educational needs and interests of the public, and the results of these surveys will also influence class scheduling.

The Institute will publish and distribute a schedule of courses to be offered. Additional courses may be scheduled upon request. Persons wishing to take certain courses should call the Department of Continuing Education at Carteret Technical Institute (Phone: 726-2811) for personal interest or occupational educational classes.

Most courses are offered one to two evenings per week from 7 to 10 p.m., Monday through Friday.

INSTRUCTIONAL MATERIALS FEE

The tuition for evening and extension courses range from \$3 to \$10 per course. Tuition is payable to the Institute on the first

class meeting. The tuition does not include the cost of textbooks, manuals, special tools or other items if needed in a course.

REGISTRATION

Registration is conducted on the first night of class. However, registration will be accepted anytime during the course, in some courses.

CERTIFICATE OF ATTENDANCE

Upon successful completion of any extension course, a student will be awarded a certificate of attendance from the Institute.

GENERAL ADULT EDUCATION

Under this program, the Institute may offer short courses on any level to assist adults in meeting their educational needs and the development of their cultural, intellectual and social tastes.

Within this program, interested persons may have the opportunity for job advancement, or they may start hobbies that will give them a great personal satisfaction.

Some of the courses that are offered are:

Knitting

Millinery

Cake Decorating

Tailoring

Oil Painting

Needlecraft

Music and Fine Arts

Theatre Workshop

ADULT BASIC EDUCATION

Adult Basic Education is offered to any adult who has reached the age of eighteen (18) and is not enrolled in the public school who desires to acquire the basic skills of reading, writing, and arithmetic.

Teaching the skills of communication to any undereducated individual eighteen (18) and over is the major purpose of Adult Basic Education. These skills are not meaningful in isolation, so that materials used in these classes are designed especially for adults in terms of subject matter that has the adult interests in mind. For example, family budgeting is used to teach addition, subtraction, multiplication, division, computation with fractions, and reading.

Instruction is individualized. The teacher and the student determine whether the student is and where he wants to go. Instruction proceeds Level I (Adult Basic Education) is intended for the individual who has difficulty in reading, writing, and arithmetic. Level II (Adult Basic Education) is intended for the more

advanced individual who has not achieved an eighth grade level of reading ability. At this level much emphasis is placed on arithmetic and the social living skills.

MANPOWER DEVELOPMENT TRAINING ACT

The Manpower Development Training Act (MDTA) was passed by Congress in 1962 to help alleviate the rising problem of unemployment. Though unemployment was increasing, there were many jobs that were not filled due to a shortage of qualified workers. MDTA programs consist of prevocational training for the unemployed and underemployed. These people are referred to the Institute by the local employment Security Commission.

Labor surveys are made by the local Employment Security Commission to determine manpower shortages in certain areas of employment, and persons who are interested in and can qualify for training in these jobs are referred to the Institute by the Employment Security Commission. Programs are instituted as needed.

Programs are usually eighteen to thirty-six weeks in length and meet five days a week, eight hours a day. In many courses Adult Basic Education classes are taught a portion of the time for people who need a review of elementary and high school work.

FIRE SERVICE TRAINING

The growing Coastal Plain area of North Carolina requires expansion of fire fighting units and an up-grading of fire service personnel. The need for better trained personnel in latest techniques is met through training provided by the Extension program of the Institute.

The Fire Service Training Program is taken directly to the individual fireman. Training sessions are held in the local fire departments allowing the men to be trained as an organized group utilizing equipment they would ordinarily use in controlling fires.

OCCUPATIONAL PROGRAM

The Occupational Program is primarily set up to assist employed adults to improve themselves in their occupational field through upgrading and updating programs.

When enough students request a course, it is set up and run as long as the need exists.

HIGH SCHOOL EQUIVALENCY PROGRAM

The Department of Community Colleges in cooperation with the Department of Public Instruction has established procedures for

adults to be issued their high school diploma by the local school board upon the recommendation from the Institute that a student has completed the prescribed course of study.

The time required to complete this course of study is determined by several factors such as: (1) The innate ability of the individual; (2) Individual initiative.

The equivalency preparation classes are offered to those individuals eighteen (18) and older who are not enrolled in the public schools who would like to prepare for passing the high school equivalency exam. This program is not as comprehensive as the high school diploma program, but it does fulfill employment requirements comparable to a high school diploma. Four major areas of academic pursuit are stressed here. They are: Mathematics, Science, English, and Social Studies.

After one has satisfactorily completed his studies in these four areas arrangements must be made with the Learning Laboratory Coordinator to take the final exams. For this service a fee of three dollars (\$3) is payable to the Institute. A favorable score will result in the State Board of Education awarding the student with a High School Equivalency Certificate.

There is no tuition fee or book fees for education opportunities that are conducted under the heading of Adult Education (basic and high school completion).

Once a class is in progress additional students may be enrolled at any time.

EDUCATIONAL PROGRAMS



PROGRAMS OF STUDY

ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAMS

Associate Degree Nursing
Business Administration
Executive Secretary
General Office Technology
Legal Secretary
Medical Secretary
Police Science Technology
Radiologic Technology

DIPLOMA PROGRAMS

Air-Conditioning and Refrigeration
Automotive Mechanics
Cosmetology
Marine Diesel Mechanics
Practical Nurse Education
Welding

CERTIFICATE PROGRAMS

Nurses' Assistant
Small Engine Repair

COLLEGE TRANSFER PROGRAM

General Education

ASSOCIATE IN APPLIED SCIENCE DEGREE



ASSOCIATE DEGREE NURSING

PURPOSE OF CURRICULUM

The Associate Degree Nursing Curriculum is designed to prepare students to function in the technical aspects of nursing. The student learns to perform those duties usually ascribed to the beginning registered nurse, giving patient-centered bedside nursing. Related courses provide the student with basic scientific knowledge and with understanding of human relations necessary for effective bedside nursing.

JOB DESCRIPTION

The registered nurse graduate of an Associate Degree program performs those nursing procedures related to direct patient care, including procedures related to hygienic needs of patients, treatments and medications, diagnosis, prevention of illness, and rehabilitation.

ASSOCIATE DEGREE NURSING PROGRAM

CURRICULUM BY QUARTERS

			Theory	Lab	Quarter Hours Credit
FIRST QUARTER					
NUR	101	Nursing I -----	3	12	7
BIO	153	Introduction to Microbiology -----	2	2	3
BIO	161	Anatomy and Physiology I -----	4	2	5
NUR	110	Nutrition -----	2	0	2
ENG	101	College Composition I -----	3	0	3
			14	16	20
SECOND QUARTER					
NUR	102	Nursing II -----	3	9	6
BIO	162	Anatomy and Physiology II -----	4	2	5
CHM	101	Chemistry with Applied Physics -----	4	4	6
ENG	102	College Composition II -----	3	0	3
			14	15	20
THIRD QUARTER					
NUR	103	Nursing III -----	3	16	7
ENG	103	College Composition III -----	3	0	3
PSY	101	General Psychology -----	3	0	3
NUR	120	Pharmacology -----	3	0	3
			12	16	16
FOURTH QUARTER					
NUR	104	Nursing IV -----	3	16	7
SOC	101	Introduction to Sociology -----	5	0	5
PSY	201	Child Psychology -----	4	0	4
			12	16	16

FIFTH QUARTER			Theory	Lab	Quarter Hours Credit
NUR 105	Nursing V	-----	4	27	13
PSY 202	Mental Hygiene	-----	3	0	3
			7	27	16
SIXTH QUARTER					
NUR 106	Nursing VI	-----	3	24	11
	Elective (Introduction to Philosophy)	----	3	0	3
			6	24	14
SEVENTH QUARTER					
NUR 107	Nursing VII	-----	3	24	11
	Elective	-----	3	0	0
			6	24	14

COURSE DESCRIPTION

FIRST QUARTER

NUR 101 — Nursing I 3 12 7

A study of the basic skills and scientific principles necessary for a foundation upon which to build knowledge encompassing all aspects of the major, common nursing problems, applicable to the different age groups. Psychological theories of the healthy individual are introduced and behavioral changes of sick individuals are contrasted. Techniques of problem solving are emphasized. Maintenance of existing functions prevention of disease, and rehabilitation are included. History of nursing, role of the nurse, communication techniques, and dosages and solutions are introduced in the classroom and laboratory experience. Prerequisite: None.

BIO 153 — Introduction to Microbiology 2 2 3

An introduction to all disease producing micro-organisms. The fundamentals of microbiology including identification and sterilization of micro-organisms are studied. Special emphasis is placed on the bacterial types that cause human disease. Prerequisite: None.

BIO 161 — Anatomy and Physiology I 4 2 5

A study of the structure and normal function of the human body with man identified as a living organism composed of living cells, tissues, organs, and systems. Included are the basic physiologic aspects of skin; the skeletal, articular, muscular, and nervous systems; and the special senses. A laboratory portion should include relevant experiments to augment the student's learning of body structure and function. Prerequisite: None.

NUR 110 — Nutrition 2 0 2

Basic principles in normal nutrition, selection of foods and therapeutic diets. Prerequisite: None.

ENG 101 — College Composition I 3 0 3

An intensive study of effective expository writing. Frequent reading and analyzing of designated essays combined with original themes will comprise a substantial part of the course. Laboratory work will be included for those students that are deficient in standard English usage. Prerequisite: None.

	Theory	Lab	Quarter Hours Credit
SECOND QUARTER			
NUR 102 — Nursing II	3	9	6
Continuation of Nursing I elaborating on basic needs of individuals and disturbances in homeostasis in these problem solving areas: Body response to injury; mobility; oxygenation and transportation of material to and from cells; fluid and electrolyte imbalance; pharmacology and therapeutic diets are presented as treatment modalities. Clinical experience is selected to implement theory.			
Prerequisite: NUR 101, NUR 110, BIO 153, BIO 161.			

BIO 162 — Anatomy and Physiology II	4	2	5
A continuation of the study of the structure and normal function of man as a living organism. Special emphasis is on the circulatory, lymphatic, respiratory, digestive, urinary, endocrine, and reproductive systems and fluid and electrolyte balance. Laboratory experiences include study of models and small animal dissection for insight into comparative structure and function of man.			
Prerequisite: BIO 161.			

CHM 101 — Chemistry and Applied Physics	4	4	6
This course is designed to give the student nurse a background in physics as applied to nursing. The topics presented are the following: measurement, mechanics, fluids and gases, heat and vision and hearing. This course also includes basic general chemistry and as introduction to organic chemistry.			
Prerequisite: None.			

ENG 102 — College Composition II	3	0	3
Continued study of expository writing. Emphasis on interpretation and evaluation of expository narrative and creative writing. Analytical and critical themes will comprise the major portion of the student writing.			
Prerequisite: ENG 101.			

THIRD QUARTER

NUR 103 — Nursing III	3	16	7
Continuation of Nursing II with further considerations of problems in the area of metabolism and chemical regulation. Surgical considerations, pharmacology and diet therapy are appropriately presented as they relate to therapy.			
Prerequisite: NUR 102.			

ENG 103 — College Composition III	3	0	3
Continued study of expository prose. An introduction to prose-fiction, drama, and poetry. A study of the methods of research. The preparation of research paper will be emphasized.			
Prerequisite: ENG 101, ENG 102.			

PSY 101 — General Psychology	3	0	3
A study of human behavior covering the topics of: developmental processes, heredity and environment, learning, learning theories, thought and its relationship to language, perception, motivation, and emotions. The course will explore individual differences in intelligence and personality; personality theories, social bases of behavior, psychological pathology, and some of the recent studies in the modification of behavior.			
Prerequisite: None.			

NUR 120 — Pharmacology	3	0	3
Survey courses of most frequently used pharmaceutical agents, their effects, and the nurses responsibility in administering these agents.			
Prerequisite: NUR 101.			

	Theory	Lab	Quarter Hours Credit
FOURTH QUARTER			
NUR 104 — Nursing IV	3	16	7
Continuation of Nursing 103 with further exploration of nursing problems in the areas of regulation, chemical and neural, including the special senses. Prerequisite: NUR 103.			
SOC 101 — Introduction to Sociology	5	0	5
An introduction to the research, theory, concepts, and principles of sociology, including the study of culture, the socialization process, role, status, social class, and an analysis of the basic institutions, especially the family. Included will be specific problematical aspects of society—population, race relations, social deviance and control, and social change. Small group dynamics, mob action, and social processes will also be presented and analyzed. Prerequisite: None.			
PSY 201 — Child Psychology	4	0	4
An application of psychological theory and experimental findings to the behavior of children and the problems of child development. Prerequisite: None.			
FIFTH QUARTER			
NUR 105 — Nursing V	4	27	13
A study of the broad concepts and principles of nursing care common to the normal and abnormal conditions related to the child bearing cycle and the newborn. Family unit recognition is emphasized as the course progresses to care of the more seriously ill child. Nutrition and pharmacology are integrated in course content and clinical experience. Prerequisite: NUR 104.			
PSY 202 — Mental Hygiene	3	0	3
A study of the influences and dynamics of adjustment which affect a person's self concepts, motivation, social adjustment and total mental health, concerning itself mainly with prevention of mental illness. An introduction to group dynamics will complete the course. Prerequisite: None.			
SIXTH QUARTER			
NUR 106 — Nursing VI	3	24	11
Continuation of Nursing V with addition of psychiatric nursing experience. Pharmacology and diet therapy are presented when relevant. Team leadership skills are introduced. Prerequisite: NUR 105.			
SEVENTH QUARTER			
PHI 101 — Introduction to Philosophy (Elective)	3	0	3
Investigation of the major philosophical terms used in modern society. The approach will be historical with especial attention to Socrates, Plato, and Aristotle. Modern applications will be discussed in terms of profession, home and community. Prerequisite: None.			
NUR 107 — Nursing VII	3	24	11
Continuation of NUR 106 with accomplishment of expected objectives in Medical-Surgical Nursing, Maternal Child Health and Psychiatric Nursing. Team leadership guidance will be continued with increased expectations. Additional theory of crises and future expectations of the registered nurse are emphasized in this terminal course. Prerequisite: NUR 106.			

BUSINESS ADMINISTRATION

PURPOSE OF CURRICULUM

In North Carolina the opportunities in business are increasing. With the increasing population and industrial development in the state, business has become more competitive. The Business Administration Curriculum is designed to prepare the student for employment in one of many occupations common to business. Training is aimed at preparing the student in every phase of administrative work that might be encountered in the average business. Objectives of this curriculum are to develop an understanding of the principles of organization and management in business operations, effective communications for business, and human relations as they apply to the successful operations in the rapidly expanding business economy.

JOB DESCRIPTION

The graduate of the Business Administration Curriculum may enter a variety of careers from beginning sales person to office manager trainee. The duties and responsibilities of this graduate may include: making up and filing reports, tabulating and posting data in various books, sending out bills, checking calculations, adjusting complaints, operating various office machines, and assisting managers in supervising. Positions are available in businesses such as advertising, banking, credit, finance, retailing, wholesaling, hotel, tourist, travel industry, insurance, transportation, and communications.

BUSINESS ADMINISTRATION

CURRICULUM BY QUARTERS

FIRST QUARTER			Theory	Lab	Quarter Hours Credit
ENG	101	English I _____	3	2	3
MAT	110	Business Math I _____	3	2	3
BUS	101	Introduction to Business _____	5	0	5
ECO	102	Economics I _____	3	2	3
BUS	102	Typing _____	2	3	3
PSY	112	Personal Development _____	3	2	3
			19	11	20
SECOND QUARTER					
ENG	102	English II _____	3	2	3
MAT	113	Business Math II _____	3	2	3
BUS	120	Accounting I _____	5	2	6
ECO	104	Economics II _____	3	2	3
BUS	115	Business Law I _____	3	2	3
			17	10	18

			Theory	Lab	Quarter Hours Credit
THIRD QUARTER					
ENG 103	English III	-----	3	2	3
BUS 121	Accounting II	-----	5	2	6
BUS 116	Business Law II	-----	3	2	3
BUS 110	Office Machines	-----	2	2	3
EDP 104	Introduction to Data Processing	-----	4	1	4
			17	9	19
FOURTH QUARTER					
ENG 204	Oral Communication	-----	3	2	3
ECO 105	Consumer Finance	-----	3	2	3
BUS 235	Business Management	-----	3	2	3
BUS 232	Sales Development	-----	3	2	3
	Elective	-----	5	0	5
			17	8	17
FIFTH QUARTER					
ENG 206	Business Communication	-----	3	2	3
BUS 191	Topical Problems in Business	-----	3	2	3
BUS 239	Marketing	-----	5	0	5
PSY 202	Psychology	-----	3	2	3
	Elective	-----	3	2	3
			17	8	17
SIX QUARTER					
BUS 124	Finance	-----	5	0	5
BUS 271	Office Management and Supervision	-----	3	2	3
BUS 243	Advertising	-----	4	0	4
SSC 202	Sociology	-----	3	2	3
	Elective	-----	3	2	3
			18	6	18

COURSE DESCRIPTION

FIRST QUARTER

ENG 101 — English I 3 2 3
 Designed to aid the student in the improvement of self-expression in grammar. The approach is functional with emphasis on grammar, diction, sentence structure, punctuation, and spelling. Intended to stimulate students in applying the basic principles of English grammar in their day-to-day situations in industry and social life.
 Prerequisite: None.

MAT 110 — Business Math I 3 2 3
 This course stresses the fundamental operations and their application to business problems. Topics covered include payrolls, price marking, interest and discount, commission, taxes, and pertinent uses of mathematics in the field of business.
 Prerequisite: None.

BUS 101 — Introduction to Business 5 0 5
 A survey of the business world with particular attention devoted to the structure of the various types of business organization, methods of financing, internal organization, and management.
 Prerequisite: None.

	Theory	Lab	Quarte Hours Credit
ECO 102 — Economics I	3	2	3
The fundamental principles of economics including the institutions and practices by which people gain a livelihood. Included is a study of the law of supply and demand and the principles bearing upon production, exchange distribution, and consumption both in relations to the individual enterprise and to society at large.			
Prerequisite: None.			
BUS 102 — Typing	2	3	3
Introduction to the touch typewriting system with emphasis on correct techniques, mastery of the keyboard, simple business correspondence, tabulation, and manuscripts.			
Prerequisite: None.			
PSY 112 — Personal Development	3	2	3
This course is a combination of freshman orientation and personality development. In the first part of the course, the student is familiarized with school policy and is taught various techniques of studying. The second part of the course is designed to help the student recognize the importance of the physical, intellectual, social, and emotional dimensions of personality. Emphasis is placed on grooming and methods of personality improvement.			
Prerequisite: None.			

SECOND QUARTER

ENG 102 — English II	3	2	3
Designed to aid the student in the improvement of self-expression in business and technical composition. Emphasis is on the sentence, paragraph, and whole composition.			
Prerequisite: ENG 101.			
MAT 113 — Business Math II	3	2	3
This course applies fundamentals learned in MAT 110 and to payrolls, inventories, price marking, interest and discounts, commissions, taxes and other business related problems.			
Prerequisite: MAT 110.			
BUS 120 — Accounting I	5	2	6
Principles, techniques and tools of accounting, for understanding of the mechanics of accounting. Collecting, summarizing, analyzing, and reporting information about service and mercantile enterprises, to include application of the principles learned.			
Prerequisite: MAT 110.			
ECO 104 — Economics II	3	2	3
Greater depth in principles of economics, including a penetration into the composition and pricing of national output, distribution of income, international trade and finance, and current economic problems.			
Prerequisite: ECO 102.			
BUS 115 — Business Law I	3	2	3
A general course designed to acquaint the student with certain fundamentals and principles of business law, including contracts, negotiable instruments, and agencies.			
Prerequisite: None.			

	Theory	Lab	Quarter Hours Credit
THIRD QUARTER			
ENG 103 — English III	3	2	3
The fundamentals of English are utilized as a background for the organization and techniques of modern report writing. Exercises in developing typical reports, using writing techniques and graphic devices, are completed by the students. Practical application in the preparation on a full length report is required of each student at the end of the term. This report must have to do with something in his chosen curriculum.			
Prerequisite: ENG 102.			

BUS 121 — Accounting II	5	2	6
Partnership and corporation accounting including a study of payrolls, federal and state taxes. Emphasis is placed on the recording, summarizing and interpreting data for Management control rather than on bookkeeping skills. Accounting services are shown as they contribute to the recognition and solution of management problems.			
Prerequisite: BUS 120.			

BUS 116 — Business Law II	3	2	3
Includes the study of laws pertaining to bailments, sales, risk-bearing, partnership-corporation, mortgages, and property rights.			
Prerequisite: BUS 115.			

BUS 110 — Office Machines	2	2	3
Students will receive training in techniques, processes, operation, and application of the ten-key adding machine, electronic calculator, rotary calculator, printing calculator, and full keyboard adding machine.			
Prerequisite: MAT 110.			

EDP 104 — Introduction to Data Processing	4	1	4
A study of the fundamental concepts and operational principles of data processing system. They are presented as an aid in developing a basic knowledge of computers as a prerequisite to the detail study of a particular system. This course also provides a general knowledge of computing systems and is prerequisite for all programming courses.			
Prerequisite: None.			

FOURTH QUARTER

ENG 204 — Oral Communication	3	2	3
A study of basic concepts and principles of oral communications to enable the student to communicate with others. Emphasis is placed on the speaker's attitude, improving diction, voice, and the application of particular techniques of theory to correct speaking habits and to produce effective oral presentation. Particular attention given to conducting meetings, conferences, and interviews.			
Prerequisite: ENG 101.			

ECO 105 — Consumer Finance	3	2	3
This course is designed to help the student in handling his personal finances. The course involves a study of personal financial problems in such areas as housing, budgeting, loans, banking, taxes, credit, and insurance.			
Prerequisite: MAT 110.			

BUS 235 — Business Management	3	2	3
Principles of business management including overview of major functions of management, such as planning, staffing, controlling, directing, and financing. Clarification of the decision-making function. Role of management in business — qualifications and requirements.			
Prerequisite: None.			

	Theory	Lab	Quarter Hours Credit
BUS 232 — Sales Development	3	2	3

A study of retail, wholesale and specialty selling. Emphasis is placed upon mastering and applying the fundamentals of selling. Preparation for and execution of sales demonstrations required.

Prerequisite: None.

FIFTH QUARTER

ENG 206 — Business Communication	3	2	3
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Develops skills in techniques in writing business communications. Emphasis is placed on writing action-getting sales letters and prospectuses; business reports; summaries of business conferences; and letters involving credit, collection, adjustment, complaint, orders, acknowledgement, remittances, and inquiry.

Prerequisite: ENG 102.

BUS 191 — Topical Problems in Business	3	2	3
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This course is designed to encourage the student to observe day-to-day current business events. Economic theories and social problems related to businesses are studied. Student participation in the discussion of these issues is required.

Prerequisite: BUS 101.

BUS 239 — Marketing	5	0	5
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A general survey of the field of marketing, with a detailed study of the functions, policies, and institutions involved in the marketing process.

Prerequisite: None.

PSY 202 — Psychology	3	2	3
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The purpose of this course is designed to give the student a better understanding of his and other people's behavior. This is done through a two fold approach. During the first part of the course the student studies how heredity and environment influence man's behavior. During the second part of the course the student studies various theories of behavior through the study of great psychologist ranging from Freud to Skinner.

Prerequisite: None.

SIXTH QUARTER

BUS 124 — Finance	5	0	5
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Financing federal, state, and local government and the ensuing effects upon the economy. Factors affecting supply of funds, monetary and credit policies.

Prerequisite: BUS 123

BUS 271 — Office Management and Supervision	3	2	3
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Presents the fundamental principles of office management, Emphasis on the role of office management including its functions, office automation, planning, controlling, organizing and actuating office problems.

Prerequisite: None.

BUS 243 — Advertising	4	0	4
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The role of advertising in a free economy and its place in the media of mass communications. A study of advertising appeals; product and market research; selection of media; means of testing effectiveness of advertising. Theory and practice of writing advertising copy for various media.

Prerequisite: None.

	Theory	Lab	Quarter Hours Credit
SSC 202 — Sociology	3	2	3

This course, through the use of a reader and current periodicals, studies the nature, extent, causes, and consequences of social problems in contemporary society with emphasis given to problems of work, delinquency and crime, mental illness, race relations, poverty, population, and war.

Prerequisite: None.

ELECTIVES

BUS 247 — Insurance	5	0	5
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The purpose of this course is to give the student a basic understanding of the various types of insurance. The student studies the fundamentals of insurance contracts, major property and liability contracts, and life and health insurance. The student will be able to apply the knowledge gained in this course in his business and in his private life.

Prerequisite: MAT 110.

BUS 248 — Investments	5	0	5
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The purpose of this course is to familiarize the student with the basic of the stockmarket and mutual funds. The course includes a study of common stocks, preferred stocks, bonds, mutual funds, financial statements, securities markets, taxes and securities, and the National Association of Securities Dealers, Inc.

Prerequisite: MAT 110.

BUS 260 — Real Estate	5	0	5
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The purpose of this course is to teach the student basic real estate principles that may be applicable in his business and private life. Topics covered in the course are property rights, property ownership, financing real estate, real estate brokerage, and property evaluation. Completion of this course does not qualify the student to take the state salesman's licensing test.

Prerequisite: MAT 110.

MAT 1101 — Introduction to Business Math	3	2	3
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This course is designed for students who have a weak background or feel that they need a refresher course in math. The course begins with the basics in addition, subtraction, multiplication, and division. These basics are then applied to problems dealing with record keeping and percentages. Students may be exempted from this course and receive credit for it by passing a proficiency test.

Prerequisite: None.

EXECUTIVE SECRETARY

PURPOSE OF CURRICULUM

The purpose of the Executive Secretary Curriculum is to provide students with training in the accepted procedures required by the business world. The demand for better qualified secretaries in our ever-expanding business world is becoming more acute. The purpose of this program is to give students the necessary secretarial training in typing, dictation, transcription, and terminology for employment. The special training in secretarial subjects is supplemented by related courses in mathematics, accounting, business law, and personality development.

JOB DESCRIPTION

The graduate of the Executive Secretary Curriculum may be employed as a stenographer or a secretary. Stenographers are primarily responsible for taking dictation and transcribing letters, memoranda, and reports. The secretary, in addition to taking dictation and transcribing, is given more responsibility in connection with meeting office callers, screening telephone calls, and assisting an executive. She may enter a secretarial position in a variety of offices in businesses such as insurance companies, banks, marketing institutions, and financial firms.

EXECUTIVE SECRETARY

CURRICULUM BY QUARTERS

FIRST QUARTER			Theory	Lab	Quarter Hours Credit
ENG	101	English I _____	3	2	3
MAT	110	Business Math I _____	3	2	3
BUS	101	Introduction to Business _____	5	0	5
BUS	102	Typing I _____	2	3	3
BUS	106	Beginning Shorthand _____	3	2	4
PSY	112	Personal Development _____	3	2	3
			19	11	21
SECOND QUARTER					
ENG	102	English II _____	3	2	3
MAT	113	Business Math II _____	3	2	3
BUS	103	Typing II _____	2	3	3
BUS	120	Accounting I _____	5	2	6
BUS	107	Shorthand II _____	3	2	4
			16	11	19

			Theory	Lab	Quarter Hours Credit
THIRD QUARTER					
ENG	103	English III	3	2	3
BUS	110	Office Machines	2	2	3
BUS	104	Typing III	2	3	3
BUS	108	Shorthand III	3	2	4
EDP	104	Introduction to Data Processing	4	1	4
			14	10	17
FOURTH QUARTER					
ENG	204	Oral Communication	3	2	3
BUS	112	Filing	2	2	3
BUS	205	Typing IV	2	3	3
BUS	206E	Dictation and Transcription	3	2	4
ECO	105	Consumer Finance	3	2	3
BUS	211	Office Machines	2	2	3
			15	13	19
FIFTH QUARTER					
ENG	206	Business Communication	3	2	3
BUS	210	Office Procedures	4	1	4
PSY	202	Psychology	3	2	3
BUS	207E	Dictation and Transcription	3	2	4
BUS	115	Business Law I	3	2	3
			16	9	17
SIXTH QUARTER					
BUS	208E	Dictation and Transcription	3	2	4
SSC	202	Sociology	3	2	3
BUS	183	Terminology and Vocabulary	3	2	3
		Elective	3	2	3
		Elective	3	2	3
			15	10	16

COURSE DESCRIPTION

FIRST QUARTER

ENG 101 — English I 3 2 3

Designed to aid the student in the improvement of self-expression in grammar. The approach is functional with emphasis on grammar, diction, sentence structure, punctuation, and spelling. Intended to stimulate students in applying the basic principles of English grammar in their day-to-day situations in industry and social life.

Prerequisite: None.

MAT 110 — Business Math I 3 2 3

This course stresses the fundamental operations and their application to business problems. Topics covered include payrolls, price marking, interest and discount, commission, taxes, and pertinent uses of mathematics in the field of business.

Prerequisite: None.

BUS 101 — Introduction to Business 5 0 5

A survey of the business world with particular attention devoted to the structure of the various types of business organization, methods of financing, internal organizations, and management.

Prerequisite: None.

	Theory	Lab	Quarter Hours Credit
BUS 102—Typing I	2	3	3

Introduction to the touch typewriting system with emphasis on correct techniques, mastery of the keyboard, simple business correspondence, tabulation, and manuscripts.

Prerequisite: None.

BUS 106—Beginning Shorthand	3	2	4
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A beginning course in the theory and practice of reading and writing shorthand. Emphasis on phonetics, penmanship, word families, brief forms, and phrases.

Prerequisite: None.

PSY 112—Personal Development	3	2	3
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This course is a combination of freshman orientation and personality development. In the first part of the course, the student is familiarized with school policy and is taught various techniques of studying. The second part of the course is designed to help the student recognize the importance of the physical, intellectual, social, and emotional dimensions of personality. Emphasis is placed on grooming and methods of personality improvement.

Prerequisite: None.

SECOND QUARTER

ENG 102—English II	3	2	3
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Designed to aid the student in the improvement of self-expression in business and technical composition. Emphasis is on the sentence, paragraph, and whole composition.

Prerequisite: ENG 101.

MAT 113—Business Math II	3	2	3
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This course applies fundamentals learned in MAT 110 to payrolls, inventories, price marking, interest and discounts, commissions, taxes, and other business related problems.

Prerequisite: MAT 110.

BUS 103—Typing II

Instruction emphasizes the development of speed and accuracy with further mastery of correct typewriting techniques. These skills and techniques are applied in tabulation, manuscript, correspondence, and business forms.

Prerequisite: BUS 102 or equivalent. Speed requirement, 30 words per minute for five minutes.

BUS 120—Accounting I	5	2	6
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Principles, techniques and tools of accounting, for understanding of the mechanics of accounting. Collecting, summarizing, analyzing, and reporting information about service and mercantile enterprises, to include application of the principles learned.

Prerequisite: MAT 110.

BUS 107—Shorthand II	3	2	4
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Continued study of theory with greater emphasis on dictation and elementary transcription.

Prerequisite: BUS 106 or the equivalent.

	Theory	Lab	Quarter Hours Credit
THIRD QUARTER			
ENG 103 — English III	3	2	3
The fundamentals of English are utilized as a background for the organization and techniques of modern report writing. Exercises in developing typical reports, using writing techniques and graphic devices, are completed by the students. Practical application in the preparation on a full-length report is required of each student at the end of the term. This report must have to do with something in his chosen curriculum.			
Prerequisite: ENG 102.			

BUS 110 — Office Machines	2	2	3
Students will receive training in techniques, processes, operation, and application of the ten-key adding machine, electronic calculator, printing calculator, and full keyboard adding machine.			
Prerequisite: MAT 110.			

BUS 104 — Typing III	2	3	3
Emphasis on production typing problems and speed building. Attention to the development of the student's ability to function as an expert typist, producing mailable copies. The production units are tabulation, manuscript, correspondence, and business forms.			
Prerequisite: BUS 103 or equivalent. Speed requirement, 40 words per minute for five minutes.			

BUS 108 — Shorthand III	3	2	4
Theory and speed building. Introduction to office style dictation. Emphasis on development of speed in dictation and accuracy in transcription.			
Prerequisite: BUS 107.			

EDP 104 — Introduction to Data Processing	4	1	4
A study of the fundamental concepts and operational principles of data processing system. They are presented as an aid in developing a basic knowledge of computers as a prerequisite to the detail study of a particular system. This course also provides a general knowledge of computing systems and is prerequisite for all programming courses.			
Prerequisite: None.			

FOURTH QUARTER

ENG 204 — Oral Communication	3	2	3
A study of basic concepts and principles of oral communications to enable the student to communicate with others. Emphasis is placed on the speaker's attitude, improving diction, voice, and the application of particular techniques of theory to correct speaking habits and to produce effective oral presentation. Particular attention given to conducting meetings, conferences, and interviews.			
Prerequisite: ENG 101.			

BUS 112 — Filing	2	2	3
Fundamentals of indexing and filing, combining theory and practice by the use of miniature letters, filing boxes and guides. Alphabetic Triple Check, Automatic, Geographic, Subject Soundex and Dewey Decimal Filing.			
Prerequisite: None.			

BUS 205 — Typing IV	2	3	3
Emphasis is placed on the development of individual production rates. The student learns the techniques needed in planning and in typing projects that closely approximate the work appropriate to the field of study. These projects include review of letter forms, methods of duplication, statistical tabulation.			
Prerequisite: BUS 104. Speed requirement, 50 words per minute for five minutes.			

Quarter
Hours
Credit

	Theory	Lab	
BUS 206E — Dictation and Transcription	3	2	4

Develops the skill of taking dictation and of transcribing at the typewriter materials appropriate to the course of study, which includes a review of the theory and the dictation of familiar and unfamiliar material at varying rates of speed. Minimum dictation rate of 80 words per minute required for five minutes on new material.

Prerequisite: BUS 108

ECO 105 — Consumer Finance	3	2	3
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This course is designed to help the student in handling his personal finances. The course involves a study of personal financial problems in such areas as housing, budgeting, loans, banking, taxes, credit, and insurance.

Prerequisite: MAT 110

BUS 211 — Office Machines	2	2	3
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Student receives instruction in the operation of the mimeograph machine, spirit duplicator, offset press, photo copier, and Thermofax.

Prerequisite: BUS 102

FIFTH QUARTER

ENG 206 — Business Communication	3	2	3
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Develops skills in techniques in writing business communications. Emphasis is placed on writing action-getting sales letters and prospectuses; business reports; summaries of business conferences; and letters involving credit, collection, adjustment, complaint, orders, acknowledgement, remittances, and inquiry.

Prerequisite: ENG 102

BUS 210 — Office Procedures	4	1	4
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Responsibilities encountered by the secretary during the work day are presented in this course. These responsibilities include the following: receptionist duties, handling the mail, telephone techniques, travel information, telegrams, office records, purchasing of supplies, office organization, and insurance claims.

Prerequisite: BUS 103

PSY 202 — Psychology	3	2	3
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The purpose of this course is designed to give the student a better understanding of his and other people's behavior. This is done through a two fold approach. During the first part of the course the student studies how heredity and environment influence man's behavior. During the second part of the course the student studies various theories of behavior through the study of great psychologists ranging from Freud to Skinner.

Prerequisite: None

BUS 207E — Dictation and Transcription	3	2	4
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Covering materials appropriate to the course of study, the student develops the accuracy, speed, and vocabulary that will enable her to meet the stenographic requirements of business and professional offices. Minimum dictation rate of 90 words per minute required for five minutes on new material.

Prerequisite: BUS 206E

BUS 115 — Business Law I	3	2	3
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A general course designed to acquaint the student with certain fundamentals and principles of business law, including contracts, negotiable instruments, and agencies.

Prerequisite: None

	Theory	Lab	Quarter Hours Credit
SIXTH QUARTER			
BUS 208E — Dictation and Transcription	3	2	4
Principally a speed building course, covering materials appropriate to the course of study, with emphasis on speed as well as accuracy. Minimum dictation rate of 100 words per minute required for five minutes on new material.			
Prerequisite: BUS 207E			

SSC 202 — Sociology	3	2	3
This course, through the use of a reader and current periodicals, studies the nature, extent, causes, and consequences of social problems in contemporary society with emphasis given to problems of work, delinquency and crime, mental illness, race relations, poverty, population, and war.			
Prerequisite: None			

BUS 183 — Terminology and Vocabulary	3	2	3
This course is designed to expand the student's vocabulary and improve his spelling. Through the use of records, handouts, and observations made in outside reading, the student is introduced to approximately two hundred words. The student also learns four basic spelling rules and is required to master a 250 word list of commonly misspelled words.			
Prerequisite: None			

ELECTIVES

BUS 247 — Insurance	5	0	5
The purpose of this course is to give the student a basic understanding of the various types of insurance. The student studies the fundamentals of insurance contracts, major property and liability contracts, and life and health insurance. The student will be able to apply the knowledge gained in this course in his business and in his private life.			
Prerequisite: MAT 110			

BUS 248 — Investments	5	0	5
The purpose of this course is to familiarize the student with the basics of the stockmarket and mutual funds. The course includes a study of common stocks, preferred stocks, bonds, mutual funds, financial statements, securities markets, taxes and securities, and the National Association of Securities Dealers, Inc.			
Prerequisite: MAT 110			

BUS 260 — Real Estate	5	0	5
The purpose of this course is to teach the student basic real estate principles that may be applicable in his business and private life. Topics covered in the course are property rights, property ownership, financing real estate, real estate brokerage, and property evaluation. Completion of this course does not qualify the student to take the state salesman's licensing test.			
Prerequisite: MAT 110			

BUS 121 — Accounting II	5	2	6
Partnership and corporation accounting including a study of payrolls, federal and state taxes. Emphasis is placed on the recording, summarizing and interpreting data for management control rather than on bookkeeping skills. Accounting services are shown as they contribute to the recognition and solution of management problems.			
Prerequisite: BUS 120			

	Theory	Lab	Quarter Hours Credit
BUS 191 — Topical Problems in Business	3	2	3

This course is designed to encourage the student to observe day-to-day current business events. Economic theories and social problems related to businesses are studied. Student participation in the discussion of these issues is required.

Prerequisite: BUS 101

ECO 104 — Economics II	3	2	3
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Greater depth in principles of economics, including a penetration into the composition and pricing of national output, distribution of income, international trade and finance, and current economic problems.

Prerequisite: ECO 102

BUS 239 — Marketing	5	0	5
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A general survey of the field of marketing, with a detailed study of the functions, policies, and institutions involved in the marketing process.

Prerequisite: None

GENERAL OFFICE TECHNOLOGY

PURPOSE OF CURRICULUM

More people are now employed in clerical occupations than in any other single job category. Automation and increased production will mean that these people will need more technical skills and a greater adaptability for diversified types of jobs.

The General Office Curriculum is designed to develop the necessary variety of skills for employment in the business world. Specialized training in skill areas is supplemented by related courses in mathematics, accounting, business law, and psychology.

JOB DESCRIPTION

The graduate of the General Office Curriculum may be employed as an administrative assistant, accounting clerk, assistant office manager, bookkeeper, file clerk, machine transcriptionist, or a variety of other clerical-related jobs. Positions are available in almost every type of business, large or small.

GENERAL OFFICE TECHNOLOGY

CURRICULUM BY QUARTERS

FIRST QUARTER				Theory	Lab	Quarter Hours Credit
ENG	101	English I	-----	3	2	3
MAT	110	Business Math I	-----	3	2	3
BUS	101	Introduction to Business	-----	5	0	5
BUS	102	Typing I	-----	2	3	3
ECO	102	Economics I	-----	3	2	3
PSY	112	Personal Development	-----	3	2	3
				19	11	20
SECOND QUARTER						
ENG	102	English II	-----	3	2	3
MAT	113	Business Math II	-----	3	2	3
BUS	103	Typing II	-----	2	3	3
BUS	120	Accounting I	-----	5	2	6
BUS	115	Business Law I	-----	3	2	3
				16	11	18
THIRD QUARTER						
ENG	103	English III	-----	3	2	3
BUS	110	Office Machines	-----	3	2	3
BUS	104	Typing III	-----	2	3	3
EDP	104	Introduction to Data Processing	-----	4	1	4
		Elective	-----	3	2	3
				15	10	16

			Theory	Lab	Quarter Hours Credit
FOURTH QUARTER					
ENG	204	Oral Communication	3	2	3
BUS	112	Filing	2	2	3
BUS	211	Office Machines	2	2	3
BUS	205	Typing IV	2	3	3
ECO	105	Consumer Finance	3	2	3
		Elective	3	2	3
			15	13	18
FIFTH QUARTER					
ENG	206	Business Communication	3	2	3
BUS	210	Office Procedures	4	1	4
PSY	202	Psychology	3	2	3
BUS	229	Taxes	4	1	4
		Elective	3	2	3
		Elective	3	2	3
			20	10	20
SIXTH QUARTER					
BUS	213	Typing Office Practice	2	3	3
SSC	202	Sociology	3	2	3
BUS	183	Terminology and Vocabulary	3	2	3
		Elective	3	2	3
		Elective	3	2	3
			14	11	15

COURSE DESCRIPTION

FIRST QUARTER

ENG 101 — English I 3 2 3

Designed to aid the student in the improvement of self-expression in grammar. The approach is functional with emphasis on grammar, diction, sentence structure, punctuation, and spelling. Intended to stimulate students in applying the basic principles of English grammar in their day-to-day situations in industry and social life.

Prerequisite: None

MAT 110 — Business Math I 3 2 3

This course stresses the fundamental operations and their application to business problems. Topics covered include payrolls, price marking, interest and discount, commission, taxes, and pertinent uses of mathematics in the field of business.

Prerequisite: None

BUS 101 — Introduction to Business 5 0 5

A survey of the business world with particular attention devoted to the structure of the various types of business organization, methods of financing, internal organizations, and management.

Prerequisite: None

BUS 102 — Typing I 2 3 3

Introduction to the touch typewriting system with emphasis on correct techniques, mastery of the keyboard, simple business correspondence, tabulation, and manuscripts.

Prerequisite: None

	Theory	Lab	Quarter Hours Credit
ECO 102 — Economics I	3	2	3

The fundamental principles of economics including the institutions and practices by which people gain a livelihood. Included is a study of the laws of supply and demand and the principles bearing upon production, exchange, distribution, and consumption both in relation to the individual enterprise and to society at large.

Prerequisite: None

PSY 112 — Personal Development	3	2	3
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This course is a combination of freshman orientation and personality development. In the first part of the course, the student is familiarized with school policy and is taught various techniques of studying. The second part of the course is designed to help the student recognize the importance of the physical, intellectual, social, and emotional dimensions of personality. Emphasis is placed on grooming and methods of personality improvement.

Prerequisite: None

SECOND QUARTER

ENG 102 — English II	3	2	3
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Designed to aid the student in the improvement of self-expression in business and technical composition. Emphasis is on the sentence, paragraph, and whole composition.

Prerequisite: ENG 101

MAT 113 — Business Math II	3	2	3
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This course applies fundamentals learned in MAT 110 to payrolls, inventories, price marking, interest and discounts, commissions, taxes, and other business related problems.

Prerequisite: MAT 110

BUS 103 — Typing II	2	3	3
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Instruction emphasizes the development of speed and accuracy with further mastery of correct typewriting techniques. These skills and techniques are applied in tabulation, manuscript, correspondence, and business forms.

Prerequisite: BUS 102 or equivalent. Speed requirement, 30 words per minute for five minutes.

BUS 120 — Accounting I	5	2	6
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Principles, techniques and tools of accounting, for understanding of the mechanics of accounting. Collecting, summarizing, analyzing, and reporting information about service and mercantile enterprises, to include application of the principles learned.

Prerequisite: MAT 110

BUS 115 — Business Law I	3	2	3
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A general course designed to acquaint the student with certain fundamentals and principles of business law, including contracts, negotiable instruments, and agencies.

Prerequisite: None

THIRD QUARTER

ENG 103 — English III	3	2	3
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The fundamentals of English are utilized as a background for the organization and techniques of modern report writing. Exercises in developing typical reports, using writing techniques and graphic devices, are completed by the students. Practical application in the preparation of a full length report is required of each student at the end of the term. This report must have to do with something in his chosen curriculum.

Prerequisite: ENG 102

	Theory	Lab	Quarter Hours Credit
BUS 110 — Office Machines	3	2	3
Students will receive training in techniques, processes, operation, and application of the ten-key adding machine, electronic calculator, printing calculator, and full keyboard adding machine.			
Prerequisite: MAT 110			

BUS 104 — Typing III	2	3	3
Emphasis on production typing problems and speed building. Attention to the development of the student's ability to function as an expert typist, producing mailable copies. The production units are tabulation, manuscript, correspondence, and business forms.			
Prerequisite: BUS 103 or equivalent. Speed requirement, 40 words per minute for five minutes.			

EDP 104 — Introduction to Data Processing	4	1	4
A study of the fundamental concepts and operational principles of data processing system. They are presented as an aid in developing a basic knowledge of computers as a prerequisite to the detail study of a particular system. The course also provides a general knowledge of computing systems and is prerequisite for all programming courses.			
Prerequisite: None			

FOURTH QUARTER

ENG 204 — Oral Communication	3	2	3
A study of basic concepts and principles of oral communications to enable the student to communicate with others. Emphasis is placed on the speaker's attitude, improving diction, voice and the application of particular techniques of theory to correct speaking habits and to produce effective oral presentation. Particular attention given to conducting meetings, conferences, and interviews.			
Prerequisite: ENG 101			

BUS 112 — Filing	2	2	3
Fundamentals of indexing and filing, combining theory and practice by the use of miniature letters, filing boxes and guides. Alphabetic Triple Check, Automatic, Geographic, Subject Soundex and Dewey Decimal Filing.			
Prerequisite: None			

BUS 211 — Office Machines	2	2	3
Student receives instruction in the operation of the mimeograph machine, spirit duplicator, offset press, photo copier, and Thermofax.			
Prerequisite: BUS 102			

BUS 205 — Typing IV	2	3	3
Emphasis is placed on the development of individual production rates. The student learns the techniques needed in planning and in typing projects that closely approximate the work appropriate to the field of study. These projects include review of letter forms, methods of duplication, statistical tabulation, and the typing of reports, manuscripts and legal documents.			
Prerequisite: BUS 104. Speed requirement, 50 words per minute for five minutes.			

ECO 105 — Consumer Finance	3	2	3
This course is designed to help the student in handling his personal finances. The course involves a study of personal financial problems in such areas as housing, budgeting, loans, banking, taxes, credit, and insurance.			
Prerequisite: MAT 110			

	Theory	Lab	Quarter Hours Credit
FIFTH QUARTER			
ENG 206 — Business Communication	3	2	3
Develops skills in techniques in writing business communications. Emphasis is placed on writing action-getting sales letters and prospectuses; business reports; summaries of business conferences; and letters involving credit, collection, adjustment, complaint, orders, acknowledgement, remittances, and inquiry.			
Prerequisite: ENG 102			
BUS 210 — Office Procedures	4	1	4
Responsibilities encountered by the secretary during the work day are presented in this course. These responsibilities include the following: receptionist duties, handling the mail, telephone techniques, travel information, telegrams, office records, purchasing of supplies, office organization, and insurance claims.			
Prerequisite: BUS 103			
PSY 202 — Psychology	3	2	3
The purpose of this course is designed to give the student a better understanding of his and other people's behavior. This is done through a two fold approach. During the first part of the course the student studies how heredity and environment influence man's behavior. During the second part of the course the student studies various theories of behavior through the study of great psychologists ranging from Freud to Skinner.			
Prerequisite: None			
BUS 229 — Taxes	4	1	4
Application of federal and state taxes to various businesses and business conditions. A study of the following taxes: income, payroll, intangible, capital gains, sales and use, excise, and inheritance.			
Prerequisite: BUS 121			

SIXTH QUARTER

BUS 213 — Typing Office Practice	2	3	3
This course puts into practice many of the procedures learned in Business Office Procedures. The student develops typing skills in banking procedures, document processing, travel arrangements, and reporting minutes, meetings, and conferences.			
Prerequisite: BUS 210 and BUS 103			
SSC 202 — Sociology	3	2	3
This course, through the use of a reader and current periodicals, studies the nature, extent, causes, and consequences of social problems in contemporary society with emphasis given to problems of work, delinquency and crime, mental illness, race relations, poverty, population, and war.			
Prerequisite: None			
BUS 183 — Terminology and Vocabulary	3	2	3
This course is designed to expand the student's vocabulary and improve his spelling. Through the use of records, handouts, and observations made in outside reading, the student is introduced to approximately two hundred words. The student also learns four basic spelling rules and is required to master a 250 word list of commonly misspelled words.			
Prerequisite: None			

	Theory	Lab	Quarter Hours Credit
ELECTIVES			
BUS 247 — Insurance	5	0	5
The purpose of this course is to give the student a basic understanding of the various types of insurance. The student studies the fundamentals of insurance contracts, major property and liability contracts, and life and health insurance. The student will be able to apply the knowledge gained in this course in his business and in his private life.			
Prerequisite: MAT 110			
BUS 248 — Investments	5	0	5
The purpose of this course is to familiarize the student with the basics of the stockmarket and mutual funds. The course includes a study of common stocks, preferred stocks, bonds, mutual funds, financial statements, securities markets, taxes and securities, and the National Association of Securities Dealers, Inc.			
Prerequisite: MAT 110			
BUS 260 — Real Estate	5	0	5
The purpose of this course is to teach the student basic real estate principles that may be applicable in his business and private life. Topics covered in the course are property rights, property ownership, financing real estate, real estate brokerage, and property evaluation. Completion of this course does not qualify the student to take the state salesman's licensing test.			
Prerequisite: MAT 110			
BUS 121 — Accounting II	5	2	6
Partnership and corporation accounting including a study of payrolls, federal and state taxes. Emphasis is placed on the recording, summarizing and interpreting data for management control rather than on bookkeeping skills. Accounting services are shown as they contribute to the recognition and solution of management problems.			
Prerequisite: BUS 120			
BUS 191 — Topical Problems in Business	3	2	3
This course is designed to encourage the student to observe day-to-day current business events. Economic theories and social problems related to businesses are studied. Student participation in the discussion of these issues is required.			
Prerequisite: BUS 101			
ECO 104 — Economics II	3	2	3
Greater depth in principles of economics, including a penetration into the composition and pricing of national output, distribution of income, international trade and finance, and current economic problems.			
Prerequisite: ECO 102			
BUS 239 — Marketing	5	0	5
A general survey of the field of marketing, with a detailed study of the functions, policies, and institutions involved in the marketing process.			
Prerequisite: None			

LEGAL SECRETARY

PURPOSE OF CURRICULUM

The purpose of the Legal Secretary Curriculum is to provide students the specialized training in the accepted procedures required by the legal profession.

The curriculum is designed to give students the necessary secretarial skills in typing, dictation, transcription, and terminology for employment in the legal profession. The special training in secretarial subjects is supplemented by related courses in mathematics, accounting, business law, and personality development.

JOB DESCRIPTION

The duties of a legal secretary may consist of taking dictation and transcribing letters, memoranda and reports; meeting office callers and screening telephone calls, filing, and scheduling appointments. Opportunities for employment exist in a variety of secretarial positions in the legal profession, such as in lawyer's offices and state and local government offices.

LEGAL SECRETARY

CURRICULUM BY QUARTERS

			Theory	Lab	Quarter Hours Credit
FIRST QUARTER					
ENG	101	English I _____	3	2	3
MAT	110	Business Math I _____	3	2	3
BUS	101	Introduction to Business _____	5	0	5
BUS	102	Typing I _____	2	3	3
BUS	106	Beginning Shorthand _____	3	2	4
PSY	112	Personal Development _____	3	2	3
			19	11	21
SECOND QUARTER					
ENG	102	English II _____	3	2	3
MAT	113	Business Math II _____	3	2	3
BUS	103	Typing II _____	2	3	3
BUS	120	Accounting I _____	5	2	6
BUS	107	Shorthand II _____	3	2	4
BUS	115	Business Law I _____	3	2	3
			18	13	21
THIRD QUARTER					
ENG	103	English II _____	3	2	3
BUS	110	Office Machines _____	2	2	3
BUS	104	Typing III _____	2	3	3
BUS	108	Shorthand III _____	3	2	4
BUS	116	Business Law II _____	3	2	3
EDP	104	Introduction to Data Processing _____	4	1	4
			17	12	20

			Theory	Lab	Quarter Hours Credit
FOURTH QUARTER					
ENG	204	Oral Communication	3	2	3
BUS	112	Filing	2	2	3
BUS	205L	Typing IV	2	3	3
BUS	206L	Dictation and Transcription	3	2	4
ECO	105	Consumer Finance	3	2	3
BUS	211	Office Machines	2	2	3
			15	13	19
FIFTH QUARTER					
ENG	206	Business Communication	3	2	3
BUS	210	Office Procedures	4	1	4
PSY	202	Psychology	3	2	3
BUS	207L	Dictation and Transcription	3	2	4
		Elective	3	2	3
			16	9	17
SIXTH QUARTER					
BUS	208L	Diction and Transcription	3	2	4
BUS	258	Typing Improvement	2	3	3
SSC	202	Sociology	3	2	3
BUS	183L	Terminology and Vocabulary	3	2	3
		Elective	3	2	3
			14	11	16

COURSE DESCRIPTION

FIRST QUARTER

ENG 101 — English I 3 2 3

Designed to aid the student in the improvement of self-expression in grammar. The approach is functional with emphasis on grammar, diction, sentence structure, punctuation, and spelling. Intended to stimulate students in applying the basic principles of English grammar in their day-to-day situations in industry and social life.

Prerequisite: None

MAT 110 — Business Math I 3 2 3

This course stresses the fundamental operations and their application to business problems. Topics covered include payrolls, price marking, interest and discount, commission, taxes, and pertinent uses of mathematics in the field of business.

Prerequisite: None

BUS 101 — Introduction to Business 5 0 5

A survey of the business world with particular attention devoted to the structure of the various types of business organization, methods of financing, internal organizations, and management.

Prerequisite: None

BUS 102 — Typing I 2 3 3

Introduction to the touch typewriting system with emphasis on correct techniques, mastery of the keyboard, simple business correspondence, tabulation, and manuscripts.

Prerequisite: None

	Theory	Lab	Quarter Hours Credit
BUS 106 — Beginning Shorthand	3	2	4

A beginning course in the theory and practice of reading and writing shorthand. Emphasis on phoentics, penmanship, work families, brief forms, and phrases.

Prerequisite: None

PSY 112 — Personal Development	3	2	3
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This course is a combination of freshman orientation and personality development. In the first part of the course, the student is familiarized with school policy and is taught various techniques of studying. The second part of the course is designed to help the student recognize the importance of the physical, intellectual, social, and emotional dimensions of personality. Emphasis is placed on grooming and methods of personality improvement.

SECOND QUARTER

ENG 102 — English II	3	2	3
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Designed to aid the student in the improvement of self-expression in business and technical composition. Emphasis is on the sentence, paragraph, and whole composition.

Prerequisite: ENG 101

MAT 113 — Business Math II	3	2	3
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This course applies fundamentals learned in MAT 110 to payrolls, inventories, price marking, interest and discounts, commissions, taxes, and other business related problems.

Prerequisite: MAT 110

BUS 103 — Typing II	2	3	3
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Instruction emphasizes the development of speed and accuracy with further mastery of correct typewriting techniques. These skills and techniques are applied in tabulation, manuscript, correspondence, and business forms.

Prerequisite: BUS 102 or equivalent. Speed requirement, 30 words per minute for five minutes.

BUS 120 — Accounting I	5	2	6
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Principles, techniques and tools of accounting, for understanding of the mechanics of accounting. Collecting, summarizing, analyzing, and reporting information about service and mercantile enterprises, to include application of the principles learned.

Prerequisite: MAT 110

BUS 107 — Shorthand II	3	2	4
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Continued study of theory with greater emphasis on dictation and elementary transcription.

Prerequisite: BUS 106 or the equivalent.

BUS 115 — Business Law I	3	2	3
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A general course designed to acquaint the student with certain fundamentals and principles of business law, including contracts, negotiable instruments, and agencies.

Prerequisite: None

	Theory	Lab	Quarter Hours Credit
THIRD QUARTER			
ENG 103 — English III	3	2	3
The fundamentals of English are utilized as a background for the organization and techniques of modern report writing. Exercises in developing typical reports, using writing techniques and graphic devices, are completed by the students. Practical application in the preparation on a full-length report is required of each student at the end of the term. This report must have to do with something in his chosen curriculum.			
Prerequisite: ENG 102			
BUS 110 — Office Machines	2	2	3
Students will receive training in techniques, processes, operation, and application of the ten-key adding machine, electronic calculator, printing calculator, and full keyboard adding machine.			
Prerequisite: MAT 110			
BUS 104 — Typing III	2	3	3
Emphasis on production typing problems and speed building. Attention to the development of the student's ability to function as an expert typist, producing mailable copies. The production units are tabulation, manuscript, correspondence and business forms.			
Prerequisite: BUS 103 or equivalent. Speed requirement, 40 words per minute for five minutes.			
BUS 108 — Shorthand III	3	2	4
Theory and speed building. Introduction to office style dictation. Emphasis on development of speed in dictation and accuracy in transcription.			
Prerequisite: BUS 107			
BUS 116 — Business Law II	3	2	3
Includes the study of laws pertaining to bailments, sales, risk-bearing, partnership-corporation, mortgages, and property rights.			
Prerequisite: BUS 115			
EDP 104 — Introduction to Data Processing	4	1	4
A study of the fundamental concepts and operational principals of data processing system. They are presented as an aid in developing a basic knowledge of computers as a prerequisite to the detail study of a particular system. This course also provides a general knowledge of computing systems and is prerequisite for all programming courses.			
Prerequisite: None			

FOURTH QUARTER

ENG 204 — Oral Communication	3	2	3
A study of basic concepts and principles of oral communications to enable the student to communicate with others. Emphasis is placed on the speaker's attitude, improving diction, voice, and the application of particular techniques of theory to correct speaking habits and to produce effective oral presentation. Particular attention given to conducting meetings, conferences, and interviews.			
Prerequisite: ENG 101			
BUS 112 — Filing	2	2	3
Fundamentals of indexing and filing, combining theory and practice by the use of miniature letters, filing boxes and guides. Alphabetic Triple Check, Automatic, Geographic, Subject Soundex and Dewey Decimal Filing.			
Prerequisite: None			

	Theory	Lab	Quarter Hours Credit
BUS 205L — Typing IV	2	3	3

Emphasis is placed on the development of individual production rates. The student learns the techniques needed in planning and in typing projects that closely approximate the work appropriate to the field of study. These projects include review of letter forms, methods of duplication, statistical tabulation, and the typing of reports, manuscripts and legal documents.

Prerequisite: BUS 104. Speed requirement, 50 words per minute for five minutes.

BUS 206L — Dictation and Transcription	3	2	4
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Develops the skills of taking dictation and of transcribing at the typewriter materials appropriate to the course of study, which includes a review of the theory and the dictation of familiar and unfamiliar material at varying rates of speed. Minimum dictation rate of 80 words per minute required for five minutes on new material.

Prerequisite: BUS 108

ECO 105 — Consumer Finance	3	2	3
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This course is designed to help the student in handling his personal finances. The course involves a study of personal financial problems in such areas as housing, budgeting, loans, banking, taxes, credit, and insurance.

Prerequisite: MAT 110

BUS 211 — Office Machines	2	2	3
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Students receive instruction in the operation of the mimeograph machine, spirit duplicator, offset press, photo copier, and Thermofax.

Prerequisite: BUS 102

FIFTH QUARTER

ENG 206 — Business Communication	3	2	3
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Develops skills in techniques in writing business communications. Emphasis is placed on writing action-getting sales letters and prospectuses; business reports; summaries of business conferences; and letters involving credit, collection, adjustment, complaint, orders, acknowledgement, remittances, and inquiry.

Prerequisite: ENG 102

ENG 210 — Office Procedures	4	1	4
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Responsibilities encountered by the secretary during the work day are presented in this course. These responsibilities include the following: receptionist duties, handling the mail, telephone techniques, travel information, telegram, office records, purchasing of supplies, office organization, and insurance claims.

Prerequisite: BUS 103

PSY 202 — Psychology	3	2	3
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The purpose of this course is designed to give the student a better understanding of his and other people's behavior. This is done through a two fold approach. During the first part of the course the student studies how heredity and environment influence man's behavior. During the second part of the course the student studies various theories of behavior through the study of great psychologist ranging from Freud to Skinner.

Prerequisite: None

	Theory	Lab	Quarter Hours Credit
BUS 207L — Dictation and Transcription	3	2	4

Covering material appropriate to the course of study. The student develops the accuracy, speed, and vocabulary that will enable her to meet the stenographic requirements of business and professional offices. Minimum dictation rate of 90 words per minute required for five minutes on new material.

Prerequisite: BUS 206L

SIXTH QUARTER

BUS 208L — Dictation and Transcription	3	2	4
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Principally a speed building course, covering materials appropriate to the course of study, with emphasis on speed as well as accuracy. Minimum dictation rate of 100 words per minutes required for five minutes on new material.

Prerequisite: BUS 207L

BUS 258 — Typing Improvement	2	3	3
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This is designed as a finishing course in typing. It consists of drills and timed writings to improve speed and accuracy. This course is recommended for review and brush-up training or for in-service training.

Prerequisite: BUS 102

SSC 202 — Sociology	3	2	3
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This course, through the use of a reader and current periodicals, studies the nature, extent, causes, and consequences of social problems in contemporary society with emphasis given to problems of work, delinquency and crime, mental illness, race relations, poverty, population, and war.

Prerequisite: None

BUS 183L — Terminology and Vocabulary	3	2	3
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This course is designed to give the secretary an understanding of the terminology that she will encounter as a legal secretary.

Prerequisite: None

ELECTIVES

BUS 247 — Insurance	5	0	5
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The purpose of this course is to give the student a basic understanding of the various types of insurance. The student studies the fundamentals of insurance contracts, major property and liability contracts, and life and health insurance. The student will be able to apply the knowledge gained in this course in his business and in his private life.

Prerequisite: MAT 110

BUS 248 — Investments	5	0	5
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The purpose of this course is to familiarize the student with the basics of the stockmarket and mutual funds. The course includes a study of common stocks, preferred stocks, bonds, mutual funds, financial statements, securities markets, taxes and securities, and the National Association of Securities Dealers, Inc.

Prerequisite: MAT 110

BUS 260 — Real Estate	5	0	5
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The purpose of this course is to teach the student basic real estate principles that may be applicable in his business and private life. Topics covered in the course are property rights, property ownership, financing real estate, real estate brokerage, and property evaluation. Completion of this course does not qualify the student to take the state salesman's licensing test.

Prerequisite: MAT 110

	Theory	Lab	Quarter Hours Credit
BUS 121 — Accounting II	5	2	6
Partnership and corporation accounting including a study of payrolls, federal and state taxes. Emphasis is placed on the recording, summarizing and interpreting data for management control rather than on bookkeeping skills. Accounting services are shown as they contribute to the recognition and solution of management problems.			
Prerequisite: BUS 120			
BUS 191 — Topical Problems in Business	3	2	3
This course is designed to encourage the student to observe day-to-day current business events. Economic theories and social problems related to businesses are studies. Student participation in the discussion of these issues is required.			
Prerequisite: BUS 101			
ECO 104 — Economics II	3	2	3
Greater depth in principles of economics, including a penetration into the composition and pricing of national output, distribution of income, international trade and finance, and current economic problems.			
Prerequisite: ECO 102			
BUS 239 — Marketing	5	0	5
A general survey of the field of marketing, with a detailed study of the functions, policies, and institutions involved in the marketing process.			
Prerequisite: None			
BUS 229 — Taxes	3	2	4
This course is designed to teach the student the applications of federal and state taxes to various businesses and business conditions. The course involves a study of the following taxes: income, payroll, intangible, capital gain, sales and use, excise, and inheritance.			
Prerequisite: BUS 121			

MEDICAL SECRETARY

PURPOSE OF CURRICULUM

The purpose of the Medical Secretary Curriculum is to provide specialized training in the accepted procedures required by the medical profession. The demand for better qualified medical secretaries in our ever-expanding medical profession is becoming more acute.

The curriculum is designed to provide students the necessary secretarial training in typing, dictation, transcription, and terminology for employment in the medical profession. The special training in secretarial subjects is supplemented by related courses in mathematics, accounting, business law, and personality development.

JOB DESCRIPTION

The graduate of the Medical Secretary Curriculum should have a knowledge of medical terminology, skill in dictation and accurate transcription of medical records, reports, and letters. The duties of a medical secretary may consist of: taking and screening telephone call, filing, and scheduling appointments. The graduate may enter a secretarial position in a variety of offices such as physicians, private and public hospitals, federal and state health programs, and the drug and pharmaceutical industry.

MEDICAL SECRETARY

CURRICULUM BY QUARTERS

			Theory	Lab	Quarter Hours Credit
FIRST QUARTER					
ENG	101	English I	3	2	3
MAT	110	Business Math I	3	2	3
BUS	101	Introduction to Business	5	0	5
BUS	102	Typing I	2	3	3
BUS	106	Beginning Shorthand	3	2	4
PSY	112	Personal Development	3	2	3
			19	11	21
SECOND QUARTER					
ENG	102	English II	3	2	3
MAT	113	Business Math II	3	2	3
BUS	103	Typing II	2	3	3
BUS	120	Accounting I	5	2	6
BUS	107	Shorthand II	3	2	4
BUS	131	Medical Terminology and Vocabulary	3	0	3
			19	11	22

			Theory	Lab	Quarter Hours Credit
THIRD QUARTER					
ENG	103	English III	3	2	3
BUS	110	Office Machines	2	2	3
BUS	104	Typing III	2	3	3
BUS	108	Shorthand III	3	2	4
BUS	241	Medical Terminology and Vocabulary ..	3	0	3
EDP	104	Introduction to Data Processing	4	1	4
			17	10	20
FOURTH QUARTER					
ENG	204	Oral Communication	3	2	3
BUS	112	Filing	2	2	3
BUS	205M	Typing IV	2	3	3
BUS	206M	Dictation and Transcription	3	2	4
ECO	105	Consumer Finance	3	2	3
BUS	211	Office Machines	2	2	3
			15	13	19
FIFTH QUARTER					
ENG	206	Business Communication	3	2	3
BUS	210	Office Procedures	4	1	4
PSY	202	Psychology	3	2	3
BUS	207M	Dictation and Transcription	3	2	4
BUS	115	Business Law I	3	2	3
			16	9	17
SIXTH QUARTER					
BUS	208M	Dictation and Transcription	3	2	4
BUS	258	Typing Improvement	2	3	3
SSC	202	Sociology	3	2	3
RDT	101	Anatomy I	5	0	5
		Elective	3	2	3
			16	9	18

COURSE DESCRIPTION

FIRST QUARTER

ENG 101 — English I 3 2 3

Designed to aid the student in the improvement of self-expression in grammar. The approach is functional with emphasis on grammar, diction, sentence structure, punctuation, and spelling. Intended to stimulate students in applying the basic principles of English grammar in their day-to-day situations in industry and social life.

Prerequisite: None

MAT 110 — Business Math I 3 2 3

This course stresses the fundamental operations and their application to business problems. Topics covered include payrolls, price marking, interest and discount, commission, taxes, and pertinent uses of mathematics in the field of business.

Prerequisite: None

BUS 101 — Introduction to Business 5 0 5

A survey of the business world with particular attention devoted to the structure of the various types of business organization, methods of financing, internal organizations, and management.

Prerequisite: None

	Theory	Lab	Quarter Hours Credit
BUS 102 — Typing I	2	3	3

Introduction to the touch typewriting system with emphasis on correct techniques, mastery of the keyboard, simple business correspondence, tabulation, and manuscripts.

Prerequisite: None

BUS 106 — Beginning Shorthand	3	2	4
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A beginning course in the theory and practice of reading and writing shorthand. Emphasis on phonetics, penmanship, work families, brief forms, and phrases.

Prerequisite: None

PSY 112 — Personal Development	3	2	3
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This course is a combination of freshman orientation and personality development. In the first part of the course, the student is familiarized with school policy and is taught various techniques of studying. The second part of the course is designed to help the student recognize the importance of the physical, intellectual, social, and emotional dimensions of personality. Emphasis is placed on grooming and methods of personality improvement.

Prerequisite: None

SECOND QUARTER

ENG 102 — English II	3	2	3
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Designed to aid the student in the improvement of self-expression in business and technical composition. Emphasis is on the sentence, paragraph, and whole composition.

Prerequisite: ENG 101

MAT 113 — Business Math 11	3	2	3
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This course applies fundamentals learned in MAT 110 to payrolls, inventories, price marketing, interest and discounts, commissions, taxes, and other business related problems.

Prerequisite: MAT 110

BUS 103 — Typing II	2	3	3
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Instruction emphasizes the development of speed and accuracy with further mastery of correct typewriting techniques. These skills and techniques are applied in tabulation, manuscript, correspondence, and business forms.

Prerequisite: BUS 102 or equivalent. Speed requirement, 30 words per minute for five minutes.

BUS 120 — Accounting I	5	2	6
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Principles, techniques and tools of accounting, for understanding of the mechanics of accounting. Collecting, summarizing, analyzing, and reporting information about service and mercantile enterprises, to include application of the principles learned.

Prerequisite: MAT 110

BUS 107 — Shorthand II	3	2	4
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Continued study of theory with greater emphasis on dictation and elementary transcription.

Prerequisite: BUS 106 or the equivalent.

BUS 141 — Medical Terminology and Vocabulary	3	0	3
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This course is designed to help the student develop an understanding of the terminology that she will encounter as a medical secretary.

Prerequisite: None

	Theory	Lab	Quarter Hours Credit
THIRD QUARTER			
ENG 103 — English III	3	2	3
The fundamentals of English are utilized as a background for the organization and techniques of modern report writing. Exercises in developing typical reports, using writing techniques and graphic devices, are completed by the students. Practical application in the preparation on a full-length report is required of each student at the end of the term. This report must have to do with something in his chosen curriculum.			
Prerequisite: ENG 102			

BUS 110 — Office Machines	2	2	3
Students will receive training in techniques, processes, operation, and application of the ten-key adding machine, electronic calculator, printing calculator, and full keyboard adding machine.			
Prerequisite: MAT 110			

BUS 104 — Typing III	2	3	3
Emphasis on production typing problems and speed building. Attention to the development of the student's ability to function as an expert typist, producing mailable copies. The production units are tabulation, manuscript, correspondence and business forms.			
Prerequisite: BUS 103 or equivalent. Speed requirement, 40 words per minute for five minutes.			

BUS 108 — Shorthand III	3	2	4
Theory and speed building. Introduction to office style dictation. Emphasis on development of speed in dictation and accuracy in transcription.			
Prerequisite: BUS 107			

BUS 241 — Medical Terminology and Vocabulary	3	0	3
This course is a continuation of BUS 141 and builds on the skills learned in that course.			
Prerequisite: BUS 141			

EDP 104 — Introduction to Data Processing	4	1	4
A study of the fundamental concepts and operational principles of data processing system. They are presented as an aid in developing a basic knowledge of computers as a prerequisite to the detail study of a particular system. This course also provides a general knowledge of computing systems and is prerequisite for all programming courses.			
Prerequisite: None			

FOURTH QUARTER

ENG 204 — Oral Communication	3	2	3
A study of basic concepts and principles of oral communications to enable the student to communicate with others. Emphasis is placed on the speaker's attitude, improving diction, voice, and the application particular techniques of theory to correct speaking habits and to produce effective oral presentation. Particular attention given to conducting meetings, conferences, and interviews.			
Prerequisite: ENG 101			

BUS 112 — Filing	2	2	3
Fundamentals of indexing and filing, combining theory and practice by the use of miniature letters, filing boxes and guides. Alphabetic Triple Check, Automatic, Geographic, Subject Soundex and Dewey Decimal Filing.			
Prerequisite: None			

	Theory	Lab	Quarter Hours Credit
BUS 205M — Typing IV	2	3	3

Emphasis is placed on the development of individual production rates. The student learns the techniques needed in planning and in typing projects that closely approximate the work appropriate to the field of study. These projects include review of letter forms, methods of duplication, statistical tabulation, and the typing of reports, manuscripts and legal documents.

Prerequisite: BUS 104. Speed requirement, 50 words per minutes for five minutes.

BUS 206M — Dictation and Transcription	3	2	4
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Develops the skill of taking dictation and of transcribing at the typewriter materials appropriate to the course of study, which includes a review of the theory and the dictation of familiar and unfamiliar material at varying rates of speed. Minimum dictation rate of 80 words per minute required for five minutes on new material.

Prerequisite: BUS 108

ECO 105 — Consumer Finance	3	2	3
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This course is designed to help the student in handling his personal finances. The course involves a study of personal financial problems in such areas as housing, budgeting, loans, banking, taxes, credit, and insurance.

Prerequisite: MAT 110

BUS 211 — Office Machines	2	2	3
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Student receive instruction in the operation of the mimeograph machine, spirit duplicator, offset press, photo copier, and Thermofax.

Prerequisite: BUS 102

FIFTH QUARTER

ENG 206 — Business Communication	3	2	3
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Develops skills in techniques in writing business communications. Emphasis is placed on writing action-getting sales letters and prospectuses; business reports; summaries of business conferences; and letters involving credit, collection adjustment, complaint, orders, acknowledgement, remittances, and inquiry.

Prerequisite: ENG 102

BUS 210 — Office Procedures	4	1	4
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Responsibilities encountered by the secretary during the work day are presented in this course. These responsibilities include the following: receptionist duties, handling the mail, telephone techniques, travel information, telegram, office records, purchasing of supplies, office organization, and insurance claims.

Prerequisite: BUS 103

PSY 202 — Psychology	3	2	3
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The purpose of this course is designed to give the student a better understanding of his and other people's behavior. This is done through a two fold approach. During the first part of the course the student studies how heredity and environment influence man's behavior. During the second part of the course the student studies various theories of behavior through the study of great psychologist ranging from Freud to Skinner.

Prerequisite: None

	Theory	Lab	Quarter Hours Credit
BUS 207M — Dictation and Transcription	3	2	4

Covering materials appropriate to the course of study, the student develops the accuracy, speed, and vocabulary that will enable her to meet the stenographic requirements of business and professional offices. Minimum dictation rate of 90 words per minute required for five minutes of new material.

Prerequisite: BUS 206M

BUS 115 — Business Law I	3	2	3
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A general course designed to acquaint the student with certain fundamentals and principles of business law, including contracts, negotiable instruments, and agencies.

Prerequisite: None

SIXTH QUARTER

BUS 208M — Dictation and Transcription	3	2	4
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Principally a speed building course, covering materials appropriate to the course of study, with emphasis on speed as well as accuracy. Minimum dictation rate of 100 words per minute required for five minutes on new material.

Prerequisite: BUS 207M

BUS 258 — Typing Improvement	2	3	3
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This is designed as a finishing course in typing. It consists of drills and timed writings to improve speed and accuracy. This course is recommended for review and brush-up training or for in-service training.

Prerequisite: BUS 102

SSC 202 — Sociology	3	2	3
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This course, through the use of a reader and current periodicals, studies the nature, extent, causes, and consequences of social problems in contemporary society with emphasis given to problems of work, delinquency and crime, mental illness, race relations, poverty, population, and war.

Prerequisite: None

RDT 101 — Anatomy I	5	0	5
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Detailed study of medical anatomy terms related to bony extremities and entire spine for the purpose of increasing the student's medical vocabulary in this specific area.

ELECTIVES

BUS 247 — Insurance	5	0	5
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The purpose of this course is to give the student a basic understanding of the various types of insurance. The student studies the fundamentals of insurance contracts, major property and liability contracts, and life and health insurance. The student will be able to apply the knowledge gained in this course in his business and in his private life.

Prerequisite: MAT 110

BUS 248 — Investments	5	0	5
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The purpose of this course is to familiarize the student with the basics of the stockmarket and mutual funds. The course includes a study of common stocks, preferred stocks, bonds, mutual funds, financial statements, securities markets, taxes and securities, and the National Association of Securities Dealers, Inc.

Prerequisite: MAT 110

	Theory	Lab	Quarter Hours Credit
BUS 260 — Real Estate	5	0	5
The purpose of this course is to teach the student basic real estate principles that may be applicable in his business and private life. Topics covered in the course are property rights, property ownership, financing real estate, real estate brokerage, and property evaluation. Completion of this course does not qualify the student to take the state salesman's licensing test.			
Prerequisite: MAT 110			
BUS 121 — Accounting II	5	2	6
Partnership and corporation accounting including a study of payrolls, federal and state taxes. Emphasis is placed on the recording, summarizing and interpreting data for management control rather than on bookkeeping skills. Accounting services are shown as they contribute to the recognition and solution of management problems.			
Prerequisite: BUS 120			
BUS 191 — Topical Problems in Business	3	2	3
This course is designed to encourage the student to observe day-to-day current business events. Economic theories and social problems related to businesses are studied. Student participation in the discussion of these issues is required.			
Prerequisite: BUS 101			
ECO 104 — Economics II	3	2	3
Greater depth in principles of economics, including a penetration into the composition and pricing of national output, distribution of income, international trade and finance, and current economic problems.			
Prerequisite: ECO 102			
BUS 116 — Business Law II	3	2	3
Includes the study of laws pertaining to bailments, sales, risk-bearing, partnership-corporation, mortgages, and property rights.			
Prerequisites: BUS 115			
BUS 229 — Taxes	3	2	4
Application of federal and state taxes to various businesses and business conditions. A study of the following taxes: income, payroll, intangible, capital gains, sales, and use, excise, and inheritance.			
Prerequisite: BUS 121			

POLICE SCIENCE TECHNOLOGY

PURPOSE OF CURRICULUM

The Police Science Technology Curriculum is designed to prepare the student for entry into the field of police work and other allied occupations. Law enforcement as an occupation is receiving a great deal of attention. Police science vocations have evolved from simple jobs, requiring minimal requirements to highly complex activities requiring great capacity for highly specialized knowledge and techniques.

Instruction in this curriculum is both academic and practical in nature. All aspects of police work are introduced so that the student will have a general knowledge of the work to be done in any agency. Electives allow the student to specialize in an area in which he has a particular interest.

JOB DESCRIPTION

Job opportunities are abundant on the federal, state, county, and municipal levels. Within each level there are many positions. Many industries now employ skilled technicians trained in protective techniques. Some of the positions available for graduates of this program are: law officer, detective, juvenile officer, highway patrolman, or federal investigator.

POLICE SCIENCE TECHNOLOGY

CURRICULUM BY QUARTERS

				Quarter Hours Credit
FIRST QUARTER				
		Theory	Lab	
ENG 101	Grammar	3	0	3
MAT 115	General Math	3	0	3
PSC 101	Introduction to Law Enforcement	5	0	5
PSY 102	General Psychology	3	0	3
POL 102	Government — National	3	0	3
		17	0	17
SECOND QUARTER				
ENG 102	Composition	3	0	3
POL 103	Government — Local and State	3	0	3
PSC 110	Criminology	3	0	3
PSY 103	Adolescent Psychology	3	0	3
PSC 115	Criminal Law I	3	0	3
	Elective	3	0	3
		18	0	18

**Quarter
Hours
Credit**
THIRD QUARTER

			Theory	Lab	
PSC	116	Criminal Law II	3	0	3
CHM	101	Chemistry	4	2	5
PSC	111	Juvenile Delinquency	3	0	3
PSC	102	Introduction to Corrections	3	0	3
		English Elective	3	0	3
			16	2	17

FOURTH QUARTER

PSC	220	Law Enforcement Administration	3	0	3
PSC	210	Criminal Investigation	5	0	5
PSC	203	Forensic Science	2	2	3
		Elective	3	0	3
		Elective	3	0	3
			16	2	17

FIFTH QUARTER

SOC	201	Sociology	3	0	3
PSC	225	Legal Court and Procedure	3	0	3
PSC	205	Criminal Evidence and Procedure	5	0	5
		Elective	3	0	3
		Elective	3	0	3
			17	0	17

SIXTH QUARTER

PSC	211	Introduction to Criminalistics	4	3	5
PSC	215	Civil Law	3	0	3
PSC	201	Traffic Planning and Accident Investigation	3	0	3
		Elective	3	0	3
		Elective	3	0	3
			16	3	17

COURSE DESCRIPTION
FIRST QUARTER
ENG 101 — Grammar
3 0 3

Designed to aid the student in the improvement of self-expression in grammar. The approach is functional with emphasis on grammar, diction, sentence structure, punctuation and spelling. Intended to stimulate students in applying the basic principles of English grammar in their day-to-day situations in industry and social life.

Prerequisite: None

MAT 115 — General Math
3 0 3

A general review of fundamental mathematics with special emphasis on applications peculiar to the field of law enforcement.

Prerequisite: None

PSC 101 — Introduction to Law Enforcement
5 0 5

A general course designed to familiarize the student with a philosophy and history of law enforcement, including its legal limitations in a democratic republic, a survey of the primary duties and responsibilities of the various law enforcement agencies, a delineation of the basic processes of justice, and evaluation of law enforcement's current position, and an orientation relative to law enforcement as a vocation.

Prerequisite: None

	Theory	Lab	Quarter Hours Credit
PSY 102 — General Psychology	3	0	3

A study of the various fields of psychology; the developmental process; motivation; emotion; frustration and adjustment; mental health; attention and perception; problems of group living. Attention is given to applications of these topics to problems of study, self-understanding and adjustment to the demands of society.

Prerequisite: None

POL 102 — Government — National	3	0	3
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English and colonial background, the articles of confederation and the framing of the federal constitution. The nature of the federal union; state rights, federal powers, political parties. The general organization and functioning of the national government.

Prerequisite: None

SECOND QUARTER

ENG 102 — Composition	3	0	3
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Designed to aid the student in the improvement of self-expression in business and technical composition. Emphasis is on the sentence, paragraph and whole composition.

Prerequisite: ENG 101

PSC 230 — Current Problems in Law Enforcement	3	0	3
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A discussion of contemporary law enforcement problems including drugs, racial problems, and riot control. Special research projects may be assigned.
(Open to fifth or sixth quarter students only.)

PSC 231 — Law Enforcement Patrol Functions	1	4	3
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Duties and responsibilities of law enforcement officers while on patrol. Distribution of forces, communications, safety, emergencies and traffic enforcement are observed in an assigned series of actual patrols.
(Open to second year students only.)

PSC 232 — Firearms	2	2	3
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An introduction to weapons, types and classification, and their safe use in law enforcement. Particular emphasis is placed on when to use weapons, their transportation and storage.

Prerequisite: None

PSC 233 — Defensive Tactics	1	4	3
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An introduction to the art of self-defense as applicable to the personal protection of the law enforcement officer.

Prerequisite: None

PHO 101 — Photography I	2	2	3
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A survey of the use of photography as a law enforcement technique. Common photographic materials and equipment and darkroom procedures are introduced. The student has an opportunity to photograph simulated crime scenes and study the photos for evidence.

Prerequisite: None

PHO 102 — Photography II	2	2	3
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A continuation of PHO 101, Photography I.

Prerequisite: PHO 101

Quarter
Hours
Credit

Theory Lab

SOC 104 — The Family: A Cross-Cultural Survey

3

0

3

A study of the family as a social unit. Historical patterns and the evolution of family roles in various types of cultures provide opportunities to analyze and interpret the influence of the culture and the family in relation to the larger society.

Prerequisite: None

SOC 204 — Police-Community Relations

3

0

3

The individual and group role of the law enforcement officer as an effective member of the community. Emphasis is on the public relations aspect of law enforcement. Special research projects may be assigned.

Prerequisite: None

POL 103 — Government — Local and State

3

0

3

A study of state and local government, state-federal interrelationships, the functions and prerogatives of the branches. Problems of administration, legal procedures, law enforcement, police power, taxation, revenues and appropriations. Special attention will be given to North Carolina.

Prerequisite: POL 102 or Instructor's Permission

PSC 110 — Criminology

3

0

3

The study primarily concerned with scientific efforts to understand crime and to understand man in relation to crime phenomena. It deals with those definitions and formulations of crime and criminals upon which an adaption system of criminology must be based. It examines the law as the basic framework within which social deviations of a peculiar character assume a science of criminology must rest.

Prerequisite: None

PSY 103 — Adolescent Psychology

3

0

3

A study of the nature and source of the problems of adolescents in western culture; physical, emotional, social, intellectual and personality development of adolescents.

Prerequisite: PSY 102 or Instructor's Permission

PSC 115 — Criminal Law

3

0

3

Designed to present a basic concept of criminal law and create an appreciation of the rules under which one lives in our system of government.

Prerequisite: None

THIRD QUARTER

PSC 116 — Criminal Law II

3

0

3

A continuation of PSC 115 Criminal Law I.

Prerequisite: PSC 115 or Instructor's Permission

CHM 101 — Chemistry

4

2

5

Study of the physical and chemical properties of substances, chemical changes; elements, compounds, gases, chemical combinations; weights and measurements; theory of metals; acids, bases, salts, solvents, solutions, and emulsions. In addition, study of carbohydrates; electrochemistry, electrolytes, and electrolysis in their application of chemistry to law enforcement.

Prerequisite: None

PSC 111 — Juvenile Delinquency

3

0

3

An analysis of juvenile delinquency as it relates to the family, school, church, police, and peer group. Etiological factors of delinquency and rehabilitative methods are discussed.

Prerequisite: PSC 110 or Instructor's Permission

	Theory	Lab	Quarter Hours Credit
PSC 102 — Introduction to Corrections	3	0	3
Examination of the total correctional process from law enforcement through the administration of justice, probation, prisons, and correctional institutions, and parole.			

Prerequisite: None

FOURTH QUARTER

PSC 220 — Law Enforcement Administration	3	0	3
Introduction to principles of organization and administration, discussion of the service functions; e.g., personnel management, police management, training, communications, records, property maintenance and miscellaneous services.			

Prerequisite: None

PSC 210 — Criminal Investigation	5	0	5
This course introduces the student to fundamentals of investigation; crime scene search; recording, collection and preservation of evidence; sources of information; interview and interrogation; case preparation and court presentation; and the investigation of specific offenses such as arson, narcotics, sex, larceny, burglary, robbery and homicide.			

Prerequisite: None

PSC 203 — Forensic Science	2	2	3
An introduction to crime lab technique which stresses the examination of question documents, comparative micrography, polygraph examinations, firearms identification, pathology, toxicology, and fingerprint techniques.			

Prerequisite: CHM 101 or Instructor's Permission

FIFTH QUARTER

SOC 201 — Sociology	3	0	3
An introductory course in the principles of sociology. An attempt to provide an understanding of culture, collective behavior, community life, social institutions and social change. Presents the scientific study of man's behavior in relation to other men, the general laws affecting the organization of such relationships and the effects of social life on human personality and behavior.			

Prerequisite: None

PSC 225 — Legal Court and Procedure	3	0	3
This course is designed to provide the student with a review of the court systems; procedures from incident to final disposition; principles of constitutional, federal, state and civil laws as they apply to and affect law enforcement.			

Prerequisite: None

PSC 205 — Criminal Evidence and Procedure	5	0	5
Instruction covers the kinds and degrees of evidence and the rules governing the admissibility of evidence in court.			

Prerequisite: PSC 210 or Instructor's Permission.

SIXTH QUARTER

PSC 211 — Introduction to Criminalistics	4	3	5
Continuation of the study of criminal investigation including a general study of the methods and techniques used in modern scientific investigation of crime, with emphasis upon the practical use of these methods by the students. Laboratory techniques will be demonstrated and the student will participate in actual use of the scientific equipment.			

Prerequisite: None

Quarter
Hours
Credit

PSC 215 — Civil Law

Theory

Lab

3

0

3

Deals with the characteristic features of the civil law of today in modified form, as well as a rule of civil conduct, prescribed by the supreme power of a state commanding what is right and prohibiting what is wrong. This course is devoted to the principle of laws which are applied to the most common civil transactions.

Prerequisite: None

**PSC 201 — Traffic Planning and
Accident Investigation**

3

0

3

A study which covers the history of the traffic enforcement problem and gives an overview of the problem as it exists today. Attention will be given to the 3 E's and legislation, the organization of the traffic unit, the responsibilities to the traffic function of the various units within the law enforcement agency, enforcement tactics, evaluation of the traffic program effectiveness and the allocation of men and materials.

Prerequisite: None

ELECTIVES

PSC 140 — Fingerprinting I

2

2

3

A survey of the use of fingerprinting as a law enforcement technique. Emphasis is placed on collection, filing system, sources and interpretation as evidence.

Prerequisite: None

PSC 141 — Fingerprinting II

2

2

3

A continuation of Fingerprinting I.

Prerequisite: PSC 140

PSC 150 — Seminar-Practicum Law Enforcement

3

0

3

Experience in a variety of law enforcement agencies to develop broader concepts concerning law enforcement as an occupation and to increase the background of the student for the second year's work.

(Arranged by special permission after completion of three quarters.)

HUM 101 — Humanities

4

0

4

A course designed to help students to greater appreciation and understanding of themselves and their culture as a result of systematic study of the great ideas of each period of western civilization and the influence on the artistic, dramatic, literary, and musical expressions of these periods.

Prerequisite: None

HUM 102 — Humanities

4

0

4

A continuation of Humanities 101.

Prerequisite: HUM 101

HUM 103 — Humanities

4

0

4

A critical study in considerable depth of modern literature, art and philosophy and their relevance to American life in our rapidly changing technological and nuclear age.

Prerequisite: HUM 101 and HUM 102

BIO 105 — General Biology (Botany)

2

2

3

An introductory study of the structure, physiology, reproduction and taxonomy of green and non-green plants, and a survey of plant genetics and ecology.

Prerequisite: None

	Theory	Lab	Quarter Hours Credit
BIO 106 — General Biology (Zoology)	2	2	3

A study of the chief groups of animals in evolutionary sequence and a survey of animal histology, physiology, homology, ecology, and taxonomy. Laboratory studies of typical animal groups.

Prerequisite: None

HEA 101 — First Aid	2	2	3
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An examination of human anatomy with emphasis on emergency procedures, utilized in all types of accidents and illnesses.

Prerequisite: None

ENG 103 — Report Writing	3	0	3
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The fundamentals of English are utilized as a background for the organization and techniques of modern report writing. Exercises in developing typical reports, using writing techniques of modern report writing. Exercises in developing typical reports, using writing techniques and graphic devices are completed by the students. Practical application in the preparation of a full-length report is required for each student at the end of the term. This report must have to do with something in his chosen curriculum.

Prerequisite: ENG 102

ENG 204 — Oral Communications	3	0	3
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A study of basic concepts and principles of oral communications to enable the student to communicate with others. Emphasis is placed on the speaker's attitude, improving diction, voice, and the application of particular techniques of theory to correct speaking habits and to produce effective oral presentation. Particular techniques of theory to correct speaking habits and to produce effective oral presentation. Particular attention given to conducting meetings, conferences, and interviews.

Prerequisite: ENG 101

ENG 206 — Business Communication	3	0	3
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Develops skills in techniques in writing business communications. Emphasis is placed on writing action — getting sales letters, and prospectuses. Business reports, summaries of business conferences, letters involving credit, collections, adjustments, complaints, orders, acknowledgements, remittances, and inquiry.

Prerequisite: ENG 102

BUS 102 — Typing I	2	3	3
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Introduction to the touch typewriting system with emphasis on correct techniques, mastery of the keyboard, simple business correspondence, tabulation, and manuscripts.

Prerequisite: None

BUS 103 — Typing II	2	3	3
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Instruction emphasizes the development of speed and accuracy with further mastery of correct typewriting techniques. These skills and techniques are applied in tabulation, manuscript, correspondence, and business forms.

Prerequisite: BUS 102 or the equivalent — speed requirement of 30 words per minute for five minutes.

RADIOLOGIC TECHNOLOGY

PURPOSE OF CURRICULUM

This curriculum is designed to meet the ever-increasing need for technicians in the rapidly growing branch of medicine known as radiology. At present, many more technologists are needed than are being trained, and studies indicate that the shortage will become more critical in the years ahead. The aim of the Radiologic Technology course is to prepare qualified persons for positions in the area of x-ray technology or to enable them to go on, if they wish, into nuclear medicine and radiation therapy.

Students, who must be high school graduates, receive training that includes classroom study and work experience. Courses are given in anatomy, physiology, physics, radiographic technique, radiographic procedures, chemistry of processing solutions, and dark-room techniques. In addition, courses are also offered in nursing, radiation protection, department administration, and equipment maintenance.

Graduates of the program are eligible for examination by the American Registry of Radiologic Technologists. After passing the examination, they are certified as registered technologists in x-ray technology and entitled to use the legal title "Registered Technologist," abbreviated R. T. They are then eligible for membership in the American Society of Radiologic Technologists, an organization dedicated to maintaining high educational standards of training and professional stature.

JOB DESCRIPTION

As a part of the radiology team, technologists play a vital role in a science dedicated to saving lives and alleviating human suffering. X-ray technologists work in hospitals, clinics, doctor's offices, public health institutions, and industrial medical clinics. They assist specialist physicians, called radiologists in the use of x-rays to examine for broken bones, ulcers, tumors, disease or malfunctions of various organs.

The x-ray technologist takes x-ray films, called radiographs. He adjusts x-ray equipment to the correct settings for a specific examination, positions the patient, makes the required number of radiographs and develops and files them.

The x-ray technologist also aids the physician in administering chemical mixtures to the patient to make certain organs show up clearly in x-ray examinations. The technologist may need to use mobile x-ray equipment at a patient's bedside and in surgery.

A prospective radiologic technologist should like people and should be willing and able to tend to sick or disabled with tact

and sympathy. He should be accurate and dependable and willing to continue his education beyond certification to keep up with the rapid advances in the field.

RADIOLOGIC TECHNOLOGY

CURRICULUM BY QUARTERS

			Theory	Lab	Quarter Hours Credit
FIRST QUARTER					
ENG	101	Composition	3	0	3
MAT	105	Radiologic Mathematics	3	0	3
BIO	107	Anatomy and Physiology	4	2	5
RDT	101	Radiologic Technology I	4	3	5
RDT	111	Clinical Education	0	16	5
			14	21	21
SECOND QUARTER					
ENG	102	Composition	3	0	3
BIO	108	Anatomy and Physiology II	4	2	5
PHY	107	Physics	3	2	4
RDT	102	Radiologic Technology II	4	3	5
RDT	112	Clinical Education	0	16	5
			14	23	22
THIRD QUARTER					
ENG	103	Composition	3	0	3
RDT	103	Radiologic Technology III	4	3	5
RDT	113	Clinical Education	0	16	5
		Elective (See list of suggested courses)	3	0	3
		Elective (2nd elective optional)	3	0	3
			13	19	19
FOURTH QUARTER (Summer Session)					
RDT	114	Clinical Education	0	40	14
FIFTH QUARTER					
		Elective ENG 201 thru 207	3	0	3
		English Literature			
		American Literature or			
		Creative Writing			
RDT	201	Surface Anatomy	2	0	2
RDT	204	Radiologic Technology IV	4	3	5
RDT	215	Clinical Education	0	24	8
			9	27	18
SIXTH QUARTER					
BIO	208	Introduction to Disease	3	0	3
PSY	50	Psychology	3	0	3
RDT	205	Radiologic Technology V	4	3	5
RDT	216	Clinical Education	0	24	8
			10	27	19

			Theory	Lab	Quarter Hours Credit
SEVENTH QUARTER					
SOC	110	Sociology	5	0	5
BUS	223	Personnel Management	3	0	3
RDT	206	Radiologic Technology VI	4	0	4
RDT	217	Clinical Education	0	24	8
			12	24	20
EIGHTH QUARTER (Summer Session)					
RDT	225	Seminar	2	0	2
RDT	218	Clinical Education	0	38	14
			2	38	16

COURSE DESCRIPTION

FIRST QUARTER

ENG 101 — Composition 3 0 3
Rhetorical analysis of essays; frequent themes based on reading selections. Laboratory work will be required of students who are deficient in basic language skills.

MAT 105 — Radiologic Mathematics 3 0 3
This course includes the basic operations of addition, subtraction, multiplication and division; the basic concepts of algebra; graphical representation; logarithms; geometry and trigonometry. The student will learn how to use prepared calculators (for x-ray machine settings) and he will be introduced to the use of a slide rule.

BIO 107 — Anatomy and Physiology 4 2 5
A study of the structure and normal function of the human body with man identified as a living organism composed of living cells, tissues, organs and systems. Included are the basic physiologic aspects of skin; the skeletal, articular, muscular, and nervous systems; and the special senses. A laboratory portion should include relevant experiments to augment the student's learning of body structure and function.

RDT 101 — Radiologic Technology I 4 3 5
The student is given an orientation to the field of Radiologic Technology. He is taught darkroom chemistry and film processing the basic principles of radiographic exposure, elementary patient care procedures, and he is introduced to radiographic positioning as applied to the appendicular skeleton.

RDT 111 — Clinical Education 0 16 5
Practical experience in a clinical setting including processing of radiographs, practice in ethical and attitudinal situations during patient contact, patient care and basic patient positioning for studies of upper and lower limbs, shoulder and pelvic girdles. The student will also apply some of the simpler principles of radiographic exposure. There will be regular sessions of film critique.

SECOND QUARTER

ENG 102 — Composition 3 0 3
Analysis of fiction and non-fictional prose; introduction to the techniques of research and documentation; frequent themes.

	Theory	Lab	Quarter Hours Credit
BIO 108—Anatomy and Physiology II	4	2	5
A continuation of the study of the structure and normal function of man as a living organism. Special emphasis is on the circulatory, lymphatic, respiratory, digestive, urinary, endocrine, and reproductive systems and fluid and electrolyte balance. Laboratory experiences include study of models and small animal dissection for insight into comparative structure and function of man.			
PHY 107—Physics	3	2	4
An in-depth study of electricity, magnetism, structure of matter, measurements, and principles of work, force and energy.			
RDT 102—Radiologic Technology II	4	3	5
The student is taught the radiographic positioning necessary to perform diagnostic studies of the axial skeleton. Further patient care procedures and medical terminology are included.			
RDT 112—Clinical Education	0	16	5
Practical experience in a clinical setting. The student will continue to improve his basic skills in darkroom technique and patient positioning for routine studies of upper and lower limbs and the shoulder and pelvic girdles. He will practice the techniques for roentgenographic studies of the skull and spine. There will be regular sessions of film critique.			

THIRD QUARTER

ENG 103—Composition	3	0	3
Analysis of drama and poetry; analytical and critical themes.			
RDT 103—Radiologic Technology III	4	3	5
The student will learn the techniques for basic views of the thoracic and abdominal viscera, soft tissue radiography and fluorography. He will be taught how to prepare the patient and the contrast media for these studies.			
RDT 113—Clinical Education	0	16	5
Practical experience in a clinical setting with emphasis on the preparation and use of contrast media, preparation of the patient for such studies and the performance of examinations of the digestive tract, biliary tract, and urinary tract using contrast media. The student will be working in fluoroscopy and will also make radiographs of the abdominal and thoracic viscera without the use of contrast media. Soft tissue radiography (exclusive of mammography) and location of foreign bodies will be touched upon.			
Elective	3	0	3
See list of suggested courses.			
Elective	3	0	3
Second elective optional.			

FOURTH QUARTER

RDT 114—Clinical Education (Summer Session)	0	40	14
The student will spend the entire summer quarter gaining clinical experience and developing skill in the techniques of diagnostic radiography. He will review all he has learned about film processing and developing, patient positioning and exposure factors. Practice will cover radiography of the skeleton, the thoracic and abdominal viscera, and examinations of the abdominal viscera using contrast media and fluoroscopy.			

	Theory	Lab	Quarter Hours Credit
FIFTH QUARTER			
Elective — English 201 thru 207	3	0	3
English Literature, American Literature or Creative Writing.			

RDT 201 — Surface Anatomy	2	0	2
To review anatomy from the standpoint of topographic anatomy and the relationship of organs to each other. Instead of presenting the material by systems, the material is presented according to regions of the body, the stress being upon the location of each organ using surface landmarks and the relation of the organ to other organs within the same anatomic region.			

RDT 204 — Radiologic Technology IV	4	3	5
This course is a continuation of the Radiologic Technology series. The content covered in this quarter concerns radiation protection, equipment maintenance, more advanced work in the radiography of the skeleton and the art of pediatric radiology. Special views and techniques for diagnostic radiology of the skeleton will be emphasized.			

RDT 215 — Clinical Education	0	24	8
Clinical experience in patient handling, proper positioning and localization of foreign bodies. More emphasis is also placed on what has been learned in special procedures.			

SIXTH QUARTER

BIO 208 — Introduction to Disease	3	0	3
This course is designed to acquaint the student with certain changes that occur in disease and injury and their application to x-ray technology. This is not intended as a detailed course in pathology. Emphasis is placed on the features of the various conditions which should be known by the technologists in performance of the indicated x-ray examinations.			

PSY 50 — Introduction to Psychology I	3	0	3
The fundamental principles underlying human behavior.			

RDT 205 — Radiologic Technology V	4	3	5
The study this quarter is confined to special radiographic procedures and the mechanics and uses of photofluorography. The student will become acquainted with the specialized and highly technical procedures used in these studies, the equipment and the general indications and contraindications for each examination.			

RDT 216 — Clinical Education	0	24	8
Practical experience in a clinical setting including special radiographic procedures and also to acquaint the student further with the general indications and contraindications for each procedure.			

SEVENTH QUARTER

SOC 110 — Introduction to Sociology	5	0	5
The nature, concepts and principles of sociology; society, culture, socialization, groups, institutions, and organizations, the clan system, social change, social processes.			

BUS 233 — Personnel Management	3	0	3
Course designed to acquaint student with supervisory problems, with emphasis on the problem solving process. Suggested solutions concerning personnel management.			

	Theory	Lab	Quarter Hours Credit
RDT 206 — Radiologic Technology VI	4	0	4

This course is designed to acquaint the student with the fundamentals in nuclear medicine and radiotherapy.

RDT 217 — Clinical Education	0	24	8
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Clinical experience in patient handling, use of x-ray generators, developing procedures, proper radiographic positioning, and radiation protection.

EIGHTH QUARTER

RDT 225 — Seminar (Summer Session)	2	0	2
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This course is designed as a review of all previous studies. It is to prepare the student further for the final examination. (A comprehensive review.)

RDT 218 — Clinical Education	0	38	14
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Clinical experience in patient handling, use of x-ray generators, developing procedures, proper radiographic positioning, and radiation protection.

DIPLOMA PROGRAMS



AIR CONDITIONING AND REFRIGERATION

PURPOSE OF CURRICULUM

In recent years the use of air conditioning and refrigeration equipment has increased tremendously. Practically all new building construction for business and commercial use have "all year" comfort systems. With this great upswing in the use of air conditioning and refrigeration equipment, a greater demand is made on trained personnel to install, operate, maintain and service this equipment.

This curriculum is designed to give the student practical knowledge that will enable them to become capable service men in the industry. Job opportunities exist with companies that specialize in air conditioning, automatic heating, sheet metal and commercial refrigeration installation and service. The service man is employable in areas of sales, maintenance, installation and in the growing fields of truck and trailer refrigeration.

JOB DESCRIPTION

The air conditioning and refrigeration mechanic installs, inspects, maintains, services and repairs domestic and commercial equipment. Connects motors, compressors, temperature controls, humidity controls, and circulating fans to control panels. Tests systems, observes pressure, vacuum gauges and adjusts controls to insure proper operation.

AIR CONDITIONING AND REFRIGERATION

CURRICULUM BY QUARTERS

CURRICULUM BY QUARTERS				Quarter Hours Credit	
FIRST QUARTER			Theory	Lab	
AHR	1121	Principles of Refrigeration -----	3	12	7
MAT	1101	Fundamentals of Mathematics -----	5	0	5
ENG	1101	Reading Improvement -----	2	0	2
PHY	1101	Applied Science -----	3	2	4
DFT	1104	Blueprint Reading: Mechanical -----	0	3	1
			13	17	19
SECOND QUARTER					
AHR	1122	Domestic and Commercial Refrigeration -----	3	9	6
MAT	1102	Algebra -----	5	0	5
ENG	1102	Communication Skills -----	3	0	3
ELC	1102	Applied Electricity -----	2	3	3
DFT	1116	Blueprint Reading: Air Conditioning -----	1	3	2
			14	15	19

THIRD QUARTER			Theory	Lab	Quarter Hours Credit
AHR	1123	Principles of Air Conditioning -----	3	12	7
AHR	1128	Automatic Controls -----	3	6	5
PSY	1101	Human Relations -----	3	0	3
WLD	1101	Basic Gas Welding -----	0	3	1
			9	21	16

FOURTH QUARTER

AHR	1124	Air Conditioning and Refrigeration Servicing	3	6	5
AHR	1126	All Year Comfort Systems	3	6	5
MEC	1120	Duct Construction and Maintenance	3	6	5
BUS	1103	Small Business Operations	3	0	3
			<u>12</u>	<u>18</u>	<u>18</u>

COURSE DESCRIPTION

FIRST QUARTER

AHR 1121 — Principles of Refrigeration	3	12	7
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An introduction to the principles of refrigeration, terminology, the use and care of tools and equipment, and the identification and the function of the component parts of a system. Other topics to be included will be the basic laws of refrigeration; characteristics and comparison of the various refrigerants; the use and construction of valves, fittings, and basic controls. Practical work includes tube bending, flaring and soldering. Standard procedures and safety measures are stressed in the use of special refrigeration service equipment and the handling of refrigerants.

Prerequisite: None

MAT 1101 — Fundamentals of Mathematics	5	0	5
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Practical number theory. Analysis of basic operations; addition, subtraction, multiplication and division, fractions, decimals, powers and roots, percentages, ratio and proportion. Plane and solid geometric figures used in industry; measurement of surfaces and volumes. Introduction to algebra used in trades. Practice in depth.

Prerequisite: None

ENG 1101 — Reading Improvement	2	0	2
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Designed to improve the student's ability to read rapidly and accurately. Special machines are used for class drill to broaden the span of recognition, to increase eye coordination and word group recognition and to train for comprehension in larger units.

Prerequisite: None.

PHY 1101 — Applied Science	3	2	4
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An introduction to physical principles and their application in industry. Topics in this course include measurement; properties of solids, liquids, and gases; basic electrical principles.

Prerequisite: None.

DFT 1104 — Blueprint Reading: Mechanical	0	3	1
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Interpretation and reading of blueprints. Information on the basic principles of the blueprint; lines, views, dimensioning procedures and notes.

Prerequisite: None.

Quarter
Hours
Credit

SECOND QUARTER

Theory

Lab

AHR 1122 — Domestic and Commercial Refrigeration 3 9 6

Domestic refrigeration servicing of conventional, hermetic, and absorption systems. Cabinet care, controls, and system maintenance in domestic refrigerators, freezers, and window air conditioning units is stressed. Commercial refrigeration servicing of display cabinets, walk-in cooler and freezer units, and mobile refrigeration systems are studied. The use of manufacturer's catalogs in sizing and matching system components and a study of controls, refrigerants, servicing methods are studied. The American Standard Safety Code for Refrigeration is studied and its principles practiced.

Prerequisite: AHR 1121.

MAT 1102 — Algebra 5 0 5

Basic concepts and operations of algebra: historical background of our base-10 number system; algebraic operations; addition, subtraction, multiplication and division; fractions, letter representation, grouping, factoring, ratio and proportions, variation; graphical and algebraic solution of first degree equations; solution of simultaneous equations by: addition and subtraction, substitution, graphing; exponents, logarithms, tables and interpolation.

Prerequisite: None.

ENG 1102 — Communication Skills 3 0 3

Designed to promote effective communication through correct language usage in speaking and writing.

Prerequisite: ENG 1101.

ELC 1102 — Applied Electricity 2 3 3

The use and care of test instruments and equipment used in servicing electrical apparatus for air conditioning and refrigeration installations. Electrical principles and procedures for trouble-shooting of various electrical devices used in air conditioning, heating and refrigeration equipment. Included will be transformers, various types of motors and starting devices, switches, electrical heating devices and wiring.

Prerequisite: PHY 1101.

DFT 1116 — Blueprint Reading: Air Conditioning 1 3 2

A specialized course in drafting for the heating, air conditioning and refrigeration student. Emphasis will be placed on reading of blueprints that are common to the trade; blueprints of mechanical components, assembly drawings, wiring diagrams and schematics, floor plans, heating system plans including duct and equipment layout plans, and shop sketches. The student will make tracings of floor plans and layout air conditioning systems.

Prerequisite: DFT 1122.

THIRD QUARTER

AHR 1123 — Principles of Air Conditioning 3 12 7

Work includes the selection of various heating, cooling and ventilating systems, investigation and control of factors affecting air cleaning, movement, temperature, and humidity. Use is made of psychrometric charts in determining needs to produce optimum temperature and humidity control. Commercial air conditioning equipment is assembled and tested. Practical sizing and balancing of ductwork is performed as needed.

Prerequisite: AHR 1122.

	Theory	Lab	Quarter Hours Credit
AHR 1128 — Automatic Controls	3	6	5
Types of automatic controls and their function in air conditioning systems. Included in the course will be electric and pneumatic controls for domestic and commercial cooling and heating; zone controls, unit heater and ventilator controls, commercial fan systems controls, commercial refrigeration controls, and radiant panel controls.			
Prerequisites: ELC 1102, AHR 1122.			

PSY 1101 — Human Relations	3	0	3
A study of basic principles of human behavior, the problems of the individual are studied in relation to society, group membership, and relationships within the work situation.			
Prerequisite: None.			

WLD 1101 — Basic Gas Welding	0	3	1
Welding demonstrations by the instructor and practice by students in the welding shop. Safe and correct methods of assembling and operating the welding equipment. Practice will be given for surface welding, bronze welding, silver soldering, and flame-cutting methods applicable to mechanical repair work.			
Prerequisite: None.			

FOURTH QUARTER

AHR 1124 — Air Conditioning and Refrigeration Servicing	3	6	5
Emphasis is placed on the installation, maintenance, and servicing of equipment used in the cleaning, changing, humidification and temperature control of air in an air conditioned space. Installation of various ducts and lines needed to connect various components is made. Shop work involves burner operation, controls, testing and adjusting of air conditioning and refrigeration equipment, and location and correction of equipment failure.			
Prerequisite: AHR 1123.			

AHR 1126 — All Year Comfort Systems	3	6	5
Auxiliary equipment used in conjunction with refrigeration systems to provide both heating and cooling for "all year" comfort will be studied and set up in the laboratory. Included will be oil fired systems, gas fired systems, water circulating systems, and electric-resistance systems. Installation of heat pumps will be studied along with servicing techniques. Reversing valves, special types of thermostatic expansion valves, systems of de-icing coils, and electric wiring and controls are included in the study.			
Prerequisites: AHR 1123, AHR 1128.			

MEC 1120 — Duct Construction and Maintenance	3	6	5
Study of various duct materials including sheet steel, aluminum, and fiber glass. Safety, sheet metal hand tools, cutting and shaping machines, fasteners and fabrication practices, layout methods, and development of duct systems. The student will service various duct systems and perform on the site repairs including ducts made of fiber glass. A study is made of duct fittings, dampers and regulators, diffusers, heater and air washers, fans, insulation and ventilating hoods.			
Prerequisites: DFT 1116, AHR 1123.			
Corequisite: AHR 1126.			

BUS 1103 — Small Business Operations	3	0	3
An introduction to the business world, problems of small business operation, basic business law, business forms, and records, financial problems, ordering and inventorying, layout of equipment and offices, methods of improving business, and employer-employee relations.			
Prerequisite: None.			

AUTOMOTIVE MECHANICS

PURPOSE OF CURRICULUM

This curriculum provides a training program for developing the basic knowledge and skills needed to inspect, diagnose, repair or adjust automotive vehicles. Manual skills are developed in practical shop work. Thorough understanding of the operating principles involved in the modern automobile comes in class assignments, discussion, and shop practice.

Complexity in automotive vehicles increases each year because of scientific discovery and new engineering. These changes are reflected not only in passenger vehicles, but also in trucks, buses and a variety of gasoline-powered equipment. This curriculum provides a basis for the student to compare and adapt to new techniques for servicing and repair as vehicles are changed year by year.

JOB DESCRIPTION

Automobile mechanics maintain and repair mechanical, electrical, and body parts of passenger cars, trucks, and buses. In some communities and rural areas they also service tractors and other gasoline-powered equipment. Mechanics inspect and test to determine the causes of faulty operation. They repair or replace defective parts to restore the vehicle or machine to proper operating condition. They use shop manuals and other technical publications.

Automotive mechanics in smaller shops usually are general mechanics qualified to perform a variety of repair jobs. A large number of automobile mechanics specialize in particular types of repair work. Usually such specialists have an allround knowledge of automotive repair and may occasionally be called upon to do other types of work.

AUTOMOTIVE MECHANICS

CURRICULUM BY QUARTERS

FIRST QUARTER			Theory	Lab	Quarter Hours Credit
PME	1101	Internal Combustion Engine	3	12	7
MAT	1101	Fundamentals of Mathematics	5	0	5
ENG	1101	Reading Improvement	2	0	2
DFT	1101	Schematics and Diagrams — Tools and Engines	1	3	2
AUT	1121	Basic Hydraulics	1	3	2
			12	18	18

			Theory	Lab	Quarter Hours Credit
SECOND QUARTER					
ENG	1102	Communication Skills	3	0	3
PME	1102	Engine Electrical and Fuel System ..	6	11	9
WLD	1101	Basic Gas Welding	0	3	1
DFT	1102	Schematics and Diagrams — Electric and Fuel	1	3	2
BUS	1120	Bookkeeping (Elective)	3	0	3
			13	17	18
THIRD QUARTER					
AUT	1123	Auto Chassis and Suspension System ..	3	9	6
AUT	1121	Braking System	2	4	3
AHR	1101	Auto Air Conditioning Repair	2	4	3
DFT	1103	Schematics and Diagrams — Suspension and Braking	0	3	1
ECO	105	Consumer Finance (Elective)	3	0	3
			10	20	16
FOURTH QUARTER					
AUT	1124	Automotive Power Train System	3	12	7
AUT	1125	Automotive Servicing	3	9	6
BUS	1103	Small Business Operations	3	0	3
			9	21	16

COURSE DESCRIPTION

FIRST QUARTER

PME 1101 — Internal Combustion Engine 3 12 7

Development of a thorough knowledge and ability in using, maintaining, and storing the various hand tools and measuring devices needed in engine repair work. Study of the construction and operation of components of internal combustion engines. Testing of engine performance; servicing and maintenance of pistons, valves, cams, and camshafts, fuel and exhaust systems, cooling systems; proper lubrication; and methods of testing, diagnosing and repairing.

Prerequisite: None.

MAT 1101 — Fundamental of Mathematics 5 0 5

Practical number theory. Analysis of basic operations: additions, subtraction, multiplication, and division. Fractions, decimals, powers and roots, percentages, ratio and proportion. Plane and solid geometric figures used in industry; measurement of surfaces and volumes. Introduction to algebra used in trade. Practice in depth.

Prerequisite: None.

ENG 1101 — Reading Improvement 2 0 2

Designed to improve the student's ability to read rapidly and accurately. Special machines are used for class drill to broaden the span of recognition, to increase eye coordination and word group recognition and to train for comprehension in larger units.

Prerequisite: None.

	Theory	Lab	Quarter Hours Credit
DFT 1101 — Schematics and Diagrams — Tools and Engines	1	3	2

Interpretation and reading of schematics and diagrams. Development of ability to read and interpret blueprints, charts, instruction and service manuals, and wiring diagrams. Information on the basic principles of lines, views dimensioning procedures, and notes.

Prerequisite: None.

AUT 1121 — Basic Hydraulics	1	3	2
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Theory and application of hydraulic systems. A study of pumps, lines, and valves used with equipment for marine and automotive applications.

Prerequisite: None.

SECOND QUARTER

ENG 1102 — Communication Skills	3	0	3
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Designed to promote effective communication through correct language usage in speaking and writing.

Prerequisite: None.

PME 1102 — Engine Electric and Fuel System	6	11	9
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A thorough study of the electrical and fuel systems of the automobile. Battery cranking mechanism, generator, ignition, accessories and wiring; fuel pumps, carburetors, and fuel injectors. Characteristics of fuels, type of fuel systems, special tools, and testing equipment for the fuel and electrical system.

Prerequisite: PME 1101.

WLD 1101 — Basic Gas Welding	0	3	1
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Welding demonstrations by the instructor and practice by students in the welding shop. Safe and correct methods of assembling and operating the welding equipment. Practice will be given for surface welding, bronze welding, silver soldering, and flame-cutting methods applicable to mechanical work.

Prerequisite: None.

DFT 1102 — Schematics and Diagrams — Electric and Fuel	1	3	2
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Interpretation and reading of schematic prints and diagrams. Making sketches of electrical wiring and fuel system components for automotive engines and other internal combustion engines. Learning to identify the various components of the systems by sketching and labeling parts. Practice in tracing wiring systems and diagnosing trouble by using schematics and diagrams found in the automotive service manuals.

Prerequisite: DFT 1101.

BUS 1120 — Bookkeeping (Elective)	3	0	3
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Principles, techniques and tools of accounting, for understanding of the mechanics of accounting—collecting, summarizing, analyzing, and reporting information about service and mercantile enterprises, to include practical application of the principles learned.

Prerequisite: MAT 1101.

THIRD QUARTER

AUT 1123 — Auto Chassis and Suspension System	3	9	6
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Principles and functions of the components of automotive chassis. Practical job instruction on adjusting and repairing of suspension and steering systems. Units to be studied will be shock absorbers, springs, steering systems, steering linkage, and front end alignment.

Prerequisite: PME 1102.

	Theory	Lab	Quarter Hours Credit
AUT 1121 — Braking Systems	2	4	3
A complete study of various braking systems employed on automobiles and light weight trucks. Emphasis is placed on how they operate, proper adjustment, and repair.			
Prerequisite: None.			
AHR 1101 — Auto Air Conditioning Repair	2	4	3
General introduction to the principles of refrigeration; study of the assembly of the components and connections necessary in the mechanisms, the methods of operation, and control; proper handling of refrigerants in charging the system.			
Prerequisite: None.			
DFT 1103 — Schematics and Diagrams — Suspension and Braking	0	3	1
Interpretation of prints, schematics and diagrams pertaining to automotive chassis and braking systems. A study of components that make up the front suspension, differential assembly and brake assemblies.			
Prerequisite: None.			
ECO 105 — Consumer Finance (Elective)	3	0	3
This course is designed to help the student in handling his personal finances. The course involves study of personal financial problems in such areas as housing, budgeting, loans, banking, taxes, credit, and insurance.			
Prerequisite: MAT 1101.			

FOURTH QUARTER

AUT 1124 — Automotive Power Train System	3	12	7
Principles and functions of automotive power train systems: Clutches, transmission gears, torque converters, drive shaft assemblies, rear axles and differentials. Identification of troubles, servicing and repair.			
Prerequisite: AUT 1123.			
AUT 1125 — Automotive Servicing	3	9	6
Emphasis is on the shop procedures necessary in determining the nature of troubles developed in the various component systems of the automobile. Troubleshooting of automotive systems, providing a full range of experiences in testing, adjusting, repairing and replacing.			
Prerequisites: AUT 1123, AUT 1121, AHR 1101.			
BUS 1103 — Small Business Operations	3	0	3
An introduction to the business world, problems of small business operation, basic business law, business forms, and records, financial problems, ordering and inventorying, layout of equipment and offices, methods of improving business, and employer-employee relations.			
Prerequisite: None.			

COSMETOLOGY

PURPOSE OF CURRICULUM

The Cosmetology Curriculum is designed to prepare the student for employment in the field of cosmetology. Cosmetology has become a science consisting of the use of cosmetics based on scientific principles. The curriculum provides instruction and practice in manicuring, shampooing, permanent waving, facials, massages, scalp treatments, hair cutting and styling.

JOB DESCRIPTION

Upon the completion of this course, and the successful passing of a comprehensive examination administered by the North Carolina State Board of Cosmetic Art, a license is given. The cosmetologist is called upon to advise men and women on problems of make-up, and care of the hair, skin, and hands, including the nails.

COSMETOLOGY

CURRICULUM BY QUARTERS

				Quarter Hours Credit
FIRST QUARTER		Theory	Lab	
C1001	Scientific Study I _____	42	63	6
C1011	Mannequin Practice _____	13	212	7
C1012	Advanced Clinical Application IV _____	0	55	2
SECOND QUARTER				
C1002	Scientific Study II _____	55	0	5
C1033	Clinical Application II _____	0	275	8
C1023	Advanced Clinical Application V _____	0	55	2
THIRD QUARTER				
C1003	Scientific Study III _____	55	0	5
C1033	Clinical Application II _____	0	275	8
C1034	Advanced Clinical Application VI _____	0	55	2
FOURTH QUARTER				
C1004	Scientific Study IV _____	55	0	5
C1044	Clinical Application III _____	0	275	8
C1045	Advanced Clinical Application VII _____	0	55	2

COURSE DESCRIPTION

FIRST QUARTER

Beginners' Department

Theory

Lab

Quarter
Hours
Credit

Students shall spend three hundred (300) hours in this department before entering the advanced department and shall not work on members of the public during this 300 hours. The hours earned in this department shall be devoted to the following Scientific Study and Mannequin Practice. Manicuring practice in this department shall be done on the students enrolled in the school during the first 300 hours.

C1001 — Scientific Study I

42

63

6

This is a course for beginners in Cosmetology. It includes a study of Professional Ethics, Grooming and Personality Development, Sterilization, Sanitation, First Aid and Bacteriology, Cosmetology Law, Anatomy, Chemistry, Nails, Nail Disorders, Manicuring, Hair, Scalp, Skin, and Disorders pertaining to the hair, scale, and skin.

C1011 — Mannequin Practice

13

212

7

A study of Finger Waving, Pin Curling, Rollers, Marcelling, Hair Relaxing, Shampooing and Rinses, Scalp Treatment, Hair Cutting, Permanent Waving, Hairdressing and Combing, Hair Tinting, Bleaching, Frosting, Streaking, Wig Care and Styling.

SECOND QUARTER

Advanced Department

The hours earned in the Advanced Department shall be devoted to the following study and live model performance completions. Work in this department may be done on the public. Students with less than 300 hours shall not work in this department.

C1002 — Scientific Study II

55

0

5

A class room study of Skin, Scalp, Hair, Nails, and their Disorders, Salesmanship, Permanent Waving, Marcelling, Relaxing, Hairdressing, Wigs, and Hair Coloring.

C1022 — Clinical Application I

0

275

8

A study of live model performance. This course is designed to develop skills and understanding of techniques and applications in the areas of Bacteriology, Pin Curling, Finger Waving, Rollers, Permanent Waving, Marcelling, Chemical Relaxing, Hairdressing and Wigs, Manicuring and Pedicuring, Skin and Scalp Disorders, Hair Coloring, and Hair Cutting.

THIRD QUARTER

C1003 — Scientific Study III

55

0

5

A classroom study of Anatomy, Manicuring, Chemistry, Cosmetics-Facials, Hair Styling, Theory of Massage, Scalp Treatments, Superfluous Hair Removal, Grooming and Hygiene.

C1033 — Clinical Application II

0

275

8

This course gives continued laboratory practice and application of techniques in Hair Shaping, Professional Ethics, Manicuring, Chemistry, Cosmetics, Facials, Hair Styling, Hair Coloring (rinses, etc.) and Scalp Treatments.

	Theory	Lab	Quarter Hours Credit
FOURTH QUARTER			
C1004 — Scientific Study IV	55	0	5
A classroom study of Chemistry, Sanitation, Sterilization, Hair Coloring and Lash and Brow Tinting, Artistry in Hair Styling, Beauty Salon Salesmanship Management, Electricity, Cold Waving and Hair Shaping.			
C1044 — Clinical Application III	0	275	8
A continued study of laboratory practices in Chemistry, Sanitation, Sterilization, Hair Coloring and Lash and Brow Tinting, Artistry in Hair Styling, Cold Waving, and Hair Shaping.			

MARINE ENGINE MECHANICS

PURPOSE OF CURRICULUM

Marine Engine Mechanics are in demand along the coastal waterways of North Carolina and other states where fishing and water recreation industries exist. This is a rapidly growing industry in many areas of the country. Single boat operations to large fleets exist for sport and commercial fishing and various recreational activities. These boats use propulsion systems ranging from one cylinder motors to large diesel units. These units require trained and skilled mechanics to maintain and service them for proper operation.

This program provides training for individuals interested in becoming mechanics to service and maintain the propulsion system for boats and various types of marine equipment. A thorough understanding of the operation principles of this equipment is provided through classroom instruction, laboratory experiments, group discussions and shop practice.

JOB DESCRIPTION

Marine engines mechanics maintain and repair mechanical, electrical, hydraulic, and pneumatic equipment used on boats and in industrial applications. Mechanics inspect and test to determine the causes of faulty operation; repair or replace defective parts to restore the machine or unit to proper operating condition; use shop manuals, manufacturers' maintenance manuals, and other technical publications.

MARINE ENGINES MECHANICS

CURRICULUM BY QUARTERS

CURRICULUM BY QUARTERS					Quarter Hours Credit
FIRST QUARTER			Theory	Lab	
PME	1101	Internal Combustion Engines -----	3	12	7
MAT	1101	Fundamentals of Mathematics -----	5	0	5
ENG	1101	Reading Improvement -----	2	0	2
AUT	1121	Basic Hydraulics -----	1	4	2
PSY	1101	Human Relations -----	3	0	3
			14	16	19
SECOND QUARTER					
PME	1102	Engine Electrical and Fuel Systems -	6	17	11
DFT	1101	Schematics and Diagrams -----	1	0	1
		Power Mechanics -----	3	0	3
ENG	1102	Communication Skills -----	3	0	3
BUS	1120	Bookkeeping (Elective) -----	3	0	3
			13	17	18

				Quarter Hours Credit
THIRD QUARTER				
PME 1127	Marine Engine Servicing	4	12	8
ECO 105	Consumer Finance	3	0	3
WLD 1101	Basic Gas Welding	0	3	1
PME 1128	Marine Power Train Systems	2	6	4
		9	21	16
FOURTH QUARTER				
PME 1129	Marine Auxiliary Equipment	3	12	7
PME 1131	Marine Propulsion System Servicing	3	9	6
BUS 1103	Small Business Operations	3	0	3
		9	21	16

COURSE DESCRIPTION

FIRST QUARTER

PME 1101 — Internal Combustion Engines 3 12 7

Development of a thorough knowledge and ability in using, maintaining, and storing the various hand tools and measuring devices needed in engine repair work. Study of the construction and operation of components of internal combustion engines. Testing of engine performance; exhaust systems, cooling systems; proper lubrication; and methods of testing, diagnosing and repairing.

Prerequisite: None.

MAT 1101 — Fundamentals of Mathematics 5 0 5

Practical number theory. Analysis of basic operations: addition, subtraction, multiplication, and division. Fractions, decimals, powers and roots, percentages, ratio and proportion. Plane and solid geometric figures used in industry; measurement of surfaces and volume. Introduction to algebra used in trade. Practice in depth.

Prerequisite: None.

ENG 1101 — Reading Improvement 2 0 2

Designed to improve the student's ability to read rapidly and accurately. Special machines are used for class drill to broaden the span of recognition, to increase eye coordination and word group recognition and to train for comprehension in larger units.

Prerequisite: None.

AUT 1121 — Basic Hydraulics 1 4 2

Theory and application of hydraulic systems. A study of pumps, lines, and valves used with equipment for marine and automotive applications.

Prerequisite: None.

PSY 1101 — Human Relations 3 0 3

A study of basic principles of human behavior. The problems of the individual are studied in relation to society, group membership, and relationships within the work situation.

Prerequisite: None.

SECOND QUARTER

PME 1102 — Engine Electrical and Fuel Systems 6 17 11

A thorough study of fuel pumps, carburetors, and fuel injection systems. Characteristics of fuels, types of fuel systems, special tools, and testing equipment for the fuel system for marine engines.

Prerequisite: None.

	Theory	Lab	Quarter Hours Credit
DFT 1101 — Schematics and Diagrams — Power Mechanics	1	0	1

Interpretation and reading of blueprints. Development of ability to read and interpret blueprints, charts, instruction and service manuals, and wiring diagrams. Information on the basic principles of lines, views, dimensioning procedures, and notes. Free hand sketches of parts and equipment is a part of the course.

Prerequisite: None.

ENG 1102 — Communication Skills	3	0	3
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Designed to promote effective communication through correct language usage in speaking and writing.

Prerequisite: None.

BUS 1120 — Bookkeeping (Elective)	3	0	3
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Principles, techniques and tools of accounting, for understanding of the mechanics of accounting—collecting, summarizing, analyzing, and reporting information about service and mercantile enterprises, to include practical application of the principles learned.

Prerequisite: MAT 1101.

THIRD QUARTER

PME 1127 — Marine Engine Servicing	4	12	6
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A thorough familiarization with the various types of marine gasoline and diesel engine construction and the comparison of system designs. Emphasis is on the engine servicing: troubleshooting, disassembly, cleaning, and inspecting of parts, procuring replacement parts, installing new parts, reassembly, checking, and adjusting under operating conditions. Job sheets and various reports to be completed by the mechanic.

Prerequisite: PME 1102.

ECO 105 — Consumer Finance	3	0	3
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This course is designed to help the student in handling his personal finances. The course involves study of personal financial problems in such areas as housing, budgeting, loans, banking, taxes, credit, and insurance.

Prerequisite: MAT 1101.

WLD 1101 — Basic Gas Welding	0	3	1
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Welding demonstrations by the instructor and practice by students in the welding shop. Safe and correct methods of assembling and operating the welding equipment. Practice will be given for surface welding, bronze welding, silver soldering, and flame-cutting methods applicable to mechanical work.

Prerequisite: None.

PME 1128 — Marine Power Train Systems	2	6	4
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Power train systems: hydraulic and mechanical clutches, reduction gears, thrust, bearing assembly, coupling, propeller shaft, and bearings, stuffing boxes and stern bearings. Engine installation, alignment, and security.

Prerequisite: PME 1102.

FOURTH QUARTER

PME 1129 — Marine Auxiliary Equipment	3	12	7
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A comprehensive study of marine auxiliary equipment, such as pumps, compressors, generators, electrical steering apparatus, anchor windlass, rigging, and booms. Laboratory and shop practices in the repair and operation of this equipment, and in preventative maintenance.

Prerequisite: PME 1102.

	Theory	Lab	Quarter Hours Credit
PME 1131 — Marine Propulsion System Servicing	3	9	6

Emphasis is on the procedures necessary in determining the nature of troubles developed in the propulsion system of marine equipment. Troubleshooting of the propulsion system, providing a full range of experiences in testing, adjusting, repairing and replacing of parts as the mechanic will encounter on the job. Simulated and actual marine mechanics experience will be provided when possible.

Prerequisites: PME 1127, PME 1128.

BUS 1103 — Small Business Operations	3	0	3
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An introduction to the business world, problems of small business operation, basic business law, business forms, and records, financial problems, ordering and inventorying, layout of equipment and offices, methods of improving business, and employer-employee relations.

Prerequisite: None.

PRACTICAL NURSE EDUCATION

PURPOSE OF CURRICULUM

The Practical Nursing Curriculum is designed to make available to qualified persons the opportunity to prepare for participation in the care of patients of all ages, in various states of dependency, and with a variety of illness conditions.

Throughout the one-year program, the student is expected to continuously acquire knowledge and understandings related to nursing and biological and social sciences and to develop skills related to nursing practice, communications, interpersonal relations, and use of good judgment. Evaluation of student performance consists of tests on all phases of course content, evaluation of adjustment to the responsibilities of nursing. A passing score is required on all graded work, plus demonstrated progress in application of nursing skills to actual patient care.

Students are selected on the basis of demonstrated aptitude for nursing, as determined by pre-entrance tests, interviews with faculty members, high school record, character references, and reports of medical and dental examinations.

JOB DESCRIPTION

The licensed practical nurse is prepared to function in a variety of situations: hospitals of all types, nursing homes, clinics, doctors' and dentists' offices, and in some public health facilities. In all situations the LPN functions under supervision of a registered nurse and/or licensed physician. This supervision may be minimal in situations where the patient's condition is stable and not complex; or it may consist of continuous direction in situations requiring the knowledge and skills of the registered nurse or physician. In the latter situation, the LPN may function in an assisting role in order to avoid assuming responsibility beyond that for which the program can prepare the individual.

LICENSING EXAMINATIONS

Graduates of accredited programs of practical nurse education are eligible to take the licensing examinations given by the North Carolina Board of Nursing. This examination is given twice each year, usually in April and September. A passing score entitles the individual to receive a license and to use a legal title "Licensed Practical Nurse." The Licensed Practical Nurse can apply for licensure in other states on the basis of a satisfactory examination score, without repeating the examination.

PRACTICAL NURSE EDUCATION

CURRICULUM BY QUARTERS

FIRST QUARTER

	Quarter Hours Credit
NUR 1001 Practical Nursing I -----	18

SECOND QUARTER

NUR 1002 Practical Nursing II -----	19
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THIRD QUARTER

NUR 1003 Practical Nursing III -----	18
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FOURTH QUARTER

NUR 1004 Practical Nursing IV -----	18
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COURSE DESCRIPTION

FIRST QUARTER

NUR 1001 — Practical Nursing I

**Quarter
Hours
Credit**

18

Designed to assist students in acquiring the knowledge, understandings, appreciations, and attitudes basic to effective nursing of patients of all ages and backgrounds. Emphasis is on nursing needs arising both from the individuality of the patient and from inability for self-care as a result of a health deviation. Patient-centered studies include analysis of patient needs, both through classroom study of hypothetical patients situations and through planned experiences in the clinical environment. Beginning skills in nursing methods are developed through planned laboratory practice and supervised patient care.

OBJECTIVES: To assist beginning students in practical nursing to acquire knowledge from nursing and related subject areas and to begin to develop the skills needed for safe and effective bedside care of patients in a state of dependency due to health deviations.

COURSE MATERIAL: Nursing —

History
Introduction to Patient Care

Health —

Personal, Physical and Mental
Family
Community

Basic Science —

Body Structure and Function
Bacteriology
Basic Nutrition

Vocational Adjustments —

Introduction to Ethics
Legal Aspects of Nursing
Communications and Human Relations

Prerequisite: Admission requirements

	Theory	Lab	Quarter Hours Credit
SECOND QUARTER			

NUR 1002 — Practical Nursing II 19

Designed to introduce the student to deviations from normal, to nursing methods and therapeutic procedures, and to clinical specialties. Continued patient-centered study, with introduction of the illness condition as an additional source of nursing needs. Increased emphasis on clinical activities and selected patient care.

OBJECTIVES: To assist practical nursing students to acquire further knowledge and understanding and to develop further skills needed for rendering safe and effective nursing care to selected patients of all ages.

COURSE MATERIAL: Medical-Surgical Nursing —

Therapeutic Methods,
including administration
of oral medications.

Patient Care

Introduction to Maternity
Nursing.

Introduction to Nursing the
Sick Child.

Communications and Human
Relations.

Prerequisite: NUR 1001.

THIRD QUARTER

NUR 1003 — Practical Nursing III 18

Designed to acquaint the student with common illness conditions, related nursing needs and therapeutic methods, and role of the practical nurse in care of patients with specific conditions. Learning situations are selected to illustrate commonalities with a wide variety of similar conditions and to promote student awareness of similarities and differences. Clinical practice emphasizes student experience in care of subacutely ill patients with a wide variety of illnesses, correlated with classroom studies insofar as possible.

OBJECTIVES: To assist practical nursing students to acquire knowledge of common disease conditions and to develop beginning skills in rendering nursing care to patients of all ages with specific needs arising from the illness and/or therapy.

COURSE MATERIAL: Common Medical —

Surgical Conditions

Care of the Subacutely Ill Child

Care of Maternity Patients and Newborn
Infants with Complications

Prerequisite: NUR 1002.

FOURTH QUARTER

NUR 1004 — Practical Nursing IV 18

Designed to introduce the student to care of patients with complex nursing needs and to the assisting role of the practical nurse in situations requiring judgments based on depth of knowledge. Clinical practice includes supervised care of labor patients and seriously ill adults and children.

OBJECTIVES: To assist practical nursing students to acquire knowledge of needs of seriously ill patients, to develop beginning skills in assisting the registered nurse and/or physician in complex nursing situations, and to make the transition to the role of graduate practical nurse.

COURSE MATERIAL: Needs of the Seriously Ill Patient.

Needs of Patients in Immediate Post-Operative Period

Needs of the Labor Patient

Needs of the Seriously Ill Child

Assuming the Role of Graduate Practical Nurse

Prerequisite: NUR 1003

WELDING

PURPOSE OF CURRICULUM

This curriculum was developed to fill the tremendous need for welders in North Carolina. The recently completed Manpower Survey shows quite clearly that many welders will be needed annually to fill present and projected vacancies in the State.

The curriculum is designed to give students sound understandings of the principles, methods, techniques, and skills essential for successful employment in the welding field and metals industry.

The field of welding offers a person prestige, security and a future of continuous employment with steady advancement. It offers employment in practically every industry: shipbuilding, automotive, aircraft, guided missiles, railroads, construction, pipe fitting, radio and many others.

JOB DESCRIPTION

Welders join metals by applying heat, and sometimes pressure, to melt the edges to form a permanent bond. Closely related to welding is "oxygen cutting." Of the more than 35 different ways of welding metals, arc, gas, and resistance welding are the three most important.

The principal duty of the welder using manual techniques is to control the melting by direct heat, from electric arc or gas welding torch, and to add filler metal where necessary to complete the joint. He should possess a great deal of manipulative skill with a knowledge of jigs, welding symbols, mathematics, basic metal-lurgy, and blueprint reading.

WELDING

CURRICULUM BY QUARTERS

CURRICULUM BY QUARTERS					Quarter Hours Credit
FIRST QUARTER			Theory	Lab	
MAT	1101	Fundamentals of Mathematics	5	0	5
DFT	1117A	Blueprint	1	0	1
WLD	1120	Oxyacetylene	4	15	9
JST	1101	Safety Practices	2	0	2
PSY	1101	Human Relations	3	0	3
			15	15	20
SECOND QUARTER					
ENG	1101	Reading Improvement	2	0	2
DFT	1117B	Blueprint	1	0	1
WLD	1121	Arc Welding	4	18	10
JST	1102	Safety Practices	2	0	2
BUS	1120	Bookkeeping (Elective)	3	0	3
			12	18	18

THIRD QUARTER			Theory	Lab	Quarter Hours Credit
ENG 1102	Communication Skills	-----	3	0	3
WLD 1124A	Pipe Welding	-----	5	12	9
WLD 1123	Inert Gas, Mig and Tig	-----	1	3	2
DFT 1118	Pattern Development and Layout	-----	1	2	1
ECO 105	Consumer Finance (Elective)	-----	3	0	3
			13	17	18
FOURTH QUARTER					
WLD 1124B	Pipe Welding	-----	5	9	8
WLD 1112	Mechanical Testing and Inspection	-----	1	3	2
WLD 1125	Certification Practices	-----	3	6	5
BUS 1103	Small Business Operations	-----	3	0	3
			12	18	18

COURSE DESCRIPTION

	Theory	Lab	Quarter Hours Credit
MAT 1101 — Fundamentals of Mathematics	5	0	5
Practical number theory. Analysis of basic operations: addition, subtraction, multiplication, and division. Fractions, decimals, powers and roots, percentages, ratio and proportion. Plane and solid geometric figures used in industry; measurement of surfaces and volumes. Introduction to algebra used in trade. Practice in depth.			
Prerequisite: None.			
DFT 1117A — Blueprint	1	0	1
A thorough study of trade drawings in which welding procedures are indicated. Interpretation, use and application of welding symbols, abbreviations, and specifications.			
Prerequisite: None.			
WLD 1120 — Oxyacetylene	4	15	9
Introduction to the history of oxyacetylene welding, the principles of welding and cutting, nomenclature of the equipment, assembly of the units. Welding procedures such as practice of puddling and carrying the puddle, running flat beads, butt welding in the flat, vertical, and overhead position, brazing, hard and soft soldering. Safety procedures are stressed throughout the program of instruction in the use of tools and equipment. Students perform mechanical testing and inspection to determine quality of the welds.			
Prerequisite: None.			
JST 1101 — Safety Practices	2	0	2
A review of welding safety standards as specified by the North Carolina Department of Labor.			
Prerequisite: None.			
PSY 1101 — Human Relations	3	0	3
A study of basic principles of human behavior. The problems of the individual are studied in relation to society, group membership, and relationships within the work situation.			
Prerequisite: None.			

	SECOND QUARTER	Theory	Lab	Quarter Hours Credit
ENG 1101 — Reading Improvement		2	0	2
Designed to improve the student's ability to read rapidly and accurately. Special machines are used for class drill to broaden the span of recognition, to increase eye coordination and word group recognition and to train for comprehension in larger units.				
Prerequisite: None.				
DFT 1117B — Blueprint		1	0	1
Continuation of DFT 1117A, with additional lab time for practical application.				
Prerequisite: DFT 1117A.				
WLD 1121 — Arc Welding		4	18	10
The operation of A.C. transformers and D.C. motor generators arc welding sets. Studies are made of welding heats, polarities, and electrodes for use in joining various metal alloys by the arc welding process. After the student is capable of running beads, butt and fillet welds in all positions, they are made and tested in order that the student may detect his weaknesses in welding. Safety procedures are emphasized throughout the course.				
Prerequisite: None.				
JST 1102 — Safety Practices		2	0	2
Continuation of JST 1101.				
Prerequisite: JST 1101 or the equivalent.				
BUS 1120 — Bookkeeping (Elective)		3	0	3
Principles, techniques and tools of accounting, for understanding of the mechanics of accounting—collecting, summarizing, analyzing, and reporting information about service and mercantile enterprises, to include practical application of the principles learned.				
Prerequisite: MAT 1101.				

THIRD QUARTER

ENG 1102 — Communication Skills		3	0	3
Designed to promote effective communication through correct language usage in speaking and writing.				
Prerequisite: None.				
WLD 1124A — Pipe Welding		5	12	9
Designed to provide practice in the welding of pressure piping in the horizontal, vertical, and horizontal fixed position using shielded metal arc welding processes according to Section IX of the ASME code.				
Prerequisite: None.				
WLD 1123 — Inert Gas, Mig and Tig		1	3	2
Introduction and practical operations in the use of inert-gas-shield arc welding. A study will be made of the equipment, operation, safety and practice in various positions. A thorough study of such topics as: principles of operation, shielding gases, filler rods, process variations and applications, manual and automatic welding.				
Prerequisite: None.				
DFT 1118 — Pattern Development and Layout		1	2	1
This course is designed for the student who has the basic knowledge of blueprint reading and sketching. It presents the practical shop or field layout methods used by pipe welders. Layouts are made on templet paper beginning with the simple pan and progressing to the most complex lateral connections that are used in industrial pipings. The student learns the steps in making rectangular and cylindrical layouts and patterns of offsets and intersections used on commercial jobs.				

	Theory	Lab	Quarter Hours Credit
ECO 105 — Consumer Finance (Elective)	3	0	3

This course is designed to help the student in handling his personal finances. The course involves study of personal financial problems in such areas as housing, budgeting, loans, banking, taxes, credit, and insurance.

Prerequisite: MAT 1101.

FOURTH QUARTER

WLD 1124B — Pipe Welding	5	9	8
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Designed to provide practice in the welding of pressure piping in the horizontal, vertical, and horizontal fixed position using shielded metal arc welding processes according to Sections VIII and IX of the ASME code.

Prerequisite: None.

WLD 1112 — Mechanical Testing and Inspection	1	3	2
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The standard methods for mechanical testing of welds. The student is introduced to the various types of tests and testing procedures and performs the details of the test which will give adequate information as to the quality of the welds. Types of tests to be covered are: bend, destructive, free-bend, guide-bend, nick-tear, notched-bend, tee-bend, nondestructive, V-notch Charpy impact, etc.

Prerequisite: None.

WLD 1125 — Certification Practices	3	6	5
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This course involves practice in welding the various materials to meet certification standards. The student uses various tests including the guided bend and the tensile strength tests to check the quality of his work. Emphasis is placed on attaining skill in producing quality welds.

Prerequisites: WLD 1120, WLD 1121, WLD 1123, WLD 1124A, WLD 1124B.

BUS 1103 — Small Business Operations	3	0	3
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An introduction to the business world, problems of small business operation, basic business law, business forms, and records, financial problems, ordering and inventorying, layout of equipment and offices, methods of improving business, and employer-employee relations.

Prerequisite: None.

CERTIFICATE PROGRAMS



NURSES' ASSISTANT

PURPOSE OF CURRICULUM

The continuing shortage of nursing personnel has created need for a nurses' assistant who is prepared to perform those duties associated with patient care and ward management which require only limited educational preparation.

This course is designed for approximately 330 hours of instruction consisting of classroom, laboratory, and clinical experiences. Clinical practice increases progressively throughout the course. All clinical assignments are planned and supervised by the teacher so that students will learn to apply classroom learnings to hospital practice. Insofar as possible, the student should develop during the course acceptable skill in performance of nursing procedures included in the outline.

COURSE DESCRIPTION

This program is designed to prepare qualified men and women to give effective nursing care to selected patients, to make and report observations, and to carry out routine aspects of ward management. Classroom teaching is centered around modern concepts of health, functional relationships within a hospital, fundamentals of effective interpersonal relations, and nursing procedures related to daily needs of patients and to common therapeutic measures. Throughout the course emphasis is given to the role of the nurses' assistant. Clinical experiences provide opportunities for applying classroom learnings to practice in the hospital setting.

COURSE CONTENTS

Chapter 1 Orientation

Functions of Hospitals and the Health Care Professions — What You Will Do in Your Job — The Nursing Aide — Part of a Team — Rules To Follow — The Patients You Will Care For

Chapter 2 Introduction To The Patient

Personal Qualities of the Nursing Aide — Relationships With Patients — Relationships With Visitors — Answering the Patient Call — Communicating With Patients and Others — Observing and Reporting — Basic Human Anatomy

Chapter 3 Your Working Environment — 1

Cleanliness in the Health Care Institution — Washing Your Hands — Principles of Disinfection and Sterilization — Techniques of Disinfection — Control of Pests

Chapter 4 Your Working Environment — 2

Equipment — Safety — Fire Safety — Caring for Supplies and Equipment — Disposables — Supplies and Small Equipment — Large Equipment

Chapter 5 The Patient's Unit—Making the Unoccupied Bed

Typical Patient Unit—Arranging the Patient's Unit—The Discharge Unit—Making the Unoccupied Bed—Closed and Open

Chapter 6 Lifting, Moving, and Transporting Patients—Making the Occupied Bed

Anatomy of the Skeletal System—The Bones—Anatomy of the Muscular System—Body Mechanics—Lifting and Moving the Patient in Bed—Making the Occupied Bed—Transporting a Patient

Chapter 7 Personal Care of the Patient

Care of the Patient's Mouth—Helping the Patient to Bathe—The Back Rub—Changing the Patient's Gown—Shampooing the Patient's Hair—Morning Care—Care of the Patient's Skin

Chapter 8 Food Service

Nutrition—Anatomy of the Digestive System—A Well-Balanced Diet—Nutrition for the Patient—Feeding the Patient—The Importance of Mealtime—Feeding the Helpless Patient—Extra Nourishment—Distributing (Passing) Drinking Water to Patients

Chapter 9 Special Treatments—Fluids and Wastes

Fluid Balance—Measuring Fluid Intake—Forcing and Restricting Fluids—Fluid Output—Anatomy of the Urinary System—Specimen Collection—Catheters, Tubes, and Tubing—Taking Fluids Out of the Body—Rectal Treatments—The Vaginal Douche

Chapter 10 Observing and Recording Vital Signs

Vital Signs—Anatomy of the Respiratory System—Anatomy of the Circulatory System—Taking a Patient's Temperature—Taking the Pulse—Taking Respirations—Recording TPR's—Graphic Chart—Taking Blood Pressures—Patient Care Records

Chapter 11 Patient Admission, Transfer, and Discharge

Receiving the Patient—Admitting the Patient—Transferring the Patient—Discharging the Patient

Chapter 12 Physical Examinations

The Examination as Part of Patient Care—Sequence of the Examination—Draping and Positioning the Patient

Chapter 13 Heat and Cold Applications

General Purposes and Procedures—Heat Applications—Cold Applications

Chapter 14 Preoperative Nursing Care

Preparing the Patient for Surgery—Preparation the Evening Before Surgery—Preparation the Morning of Surgery—Preoperative Shaving of the Patient

Chapter 15 Postoperative Nursing Care

Caring for the Postoperative Patient—The Use of Binders

Chapter 16 The Patient in Isolation

Communicable Diseases—Isolation Techniques—Special Areas for Precautions—Isolation Precautions and Procedures

Chapter 17 Care of the Dying Patient

The Patient's Emotional Needs—The Patient's Family—Nursing Care—Signs of Approaching Death—Postmortem Care

Chapter 18 Review

Accomplishments—Reviewing for an Examination—Continuing to Learn

SMALL ENGINE REPAIR

PURPOSE OF CURRICULUM

This curriculum is designed for the purpose of assisting institution personnel in preparing individuals with the skills and knowledge necessary for employment as repairmen of small engines. Skill in servicing and repairing is developed through practical shop work. A thorough understanding of the operating principles of this equipment is provided through classroom instruction, group discussions, and shop practice.

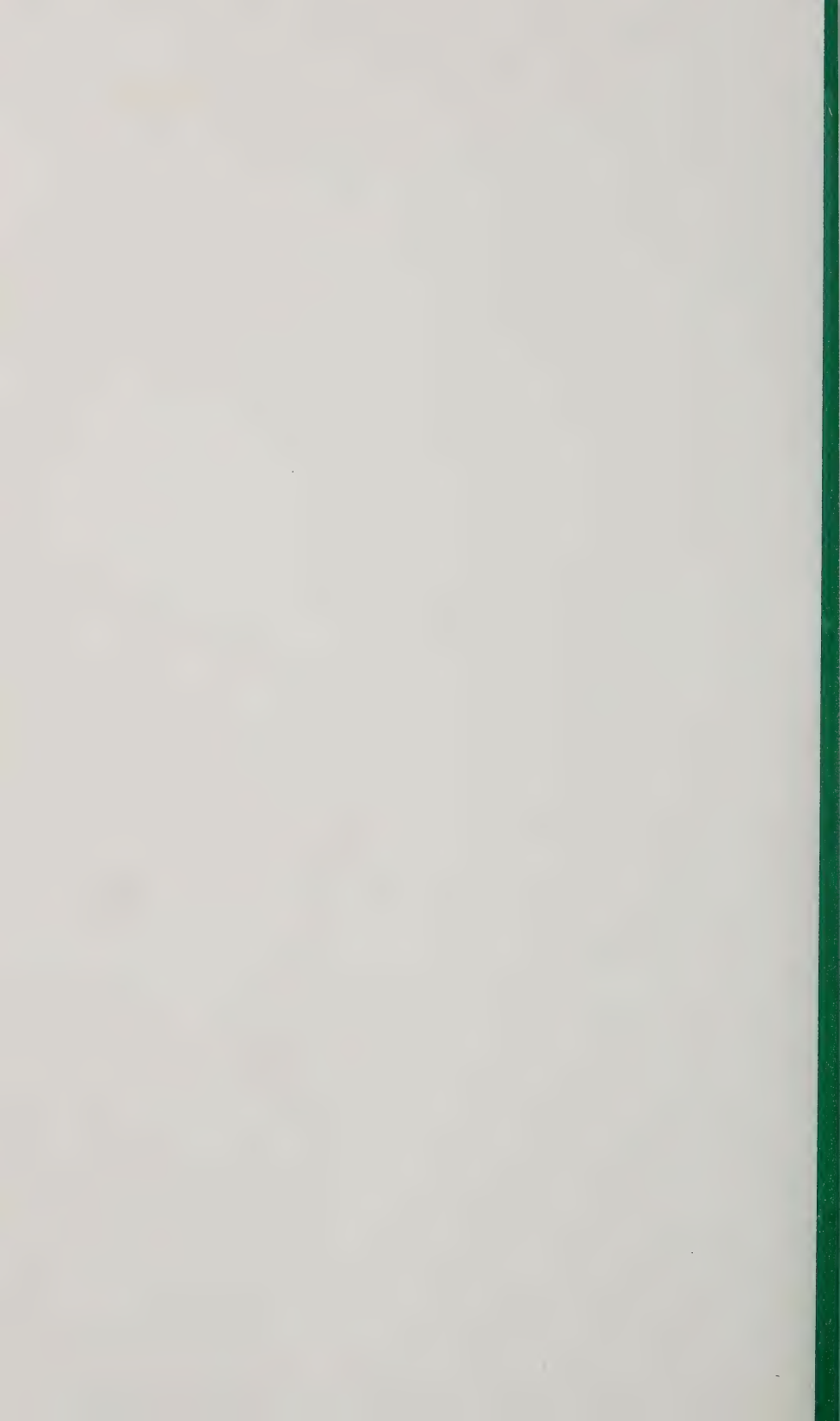
JOB DESCRIPTION

Small engine repairmen maintain and repair gasoline engines which are used to power boats, lawn mowers, garden tractors, small generator units, chain saws, and similar machines. The repairman troubleshoots and replaces defective components in electrical systems, fuel systems, and mechanical systems. The repairman uses shop manuals, manufacturers' maintenance manuals, and other related technical publications which deal with performance and adjustment of these systems.

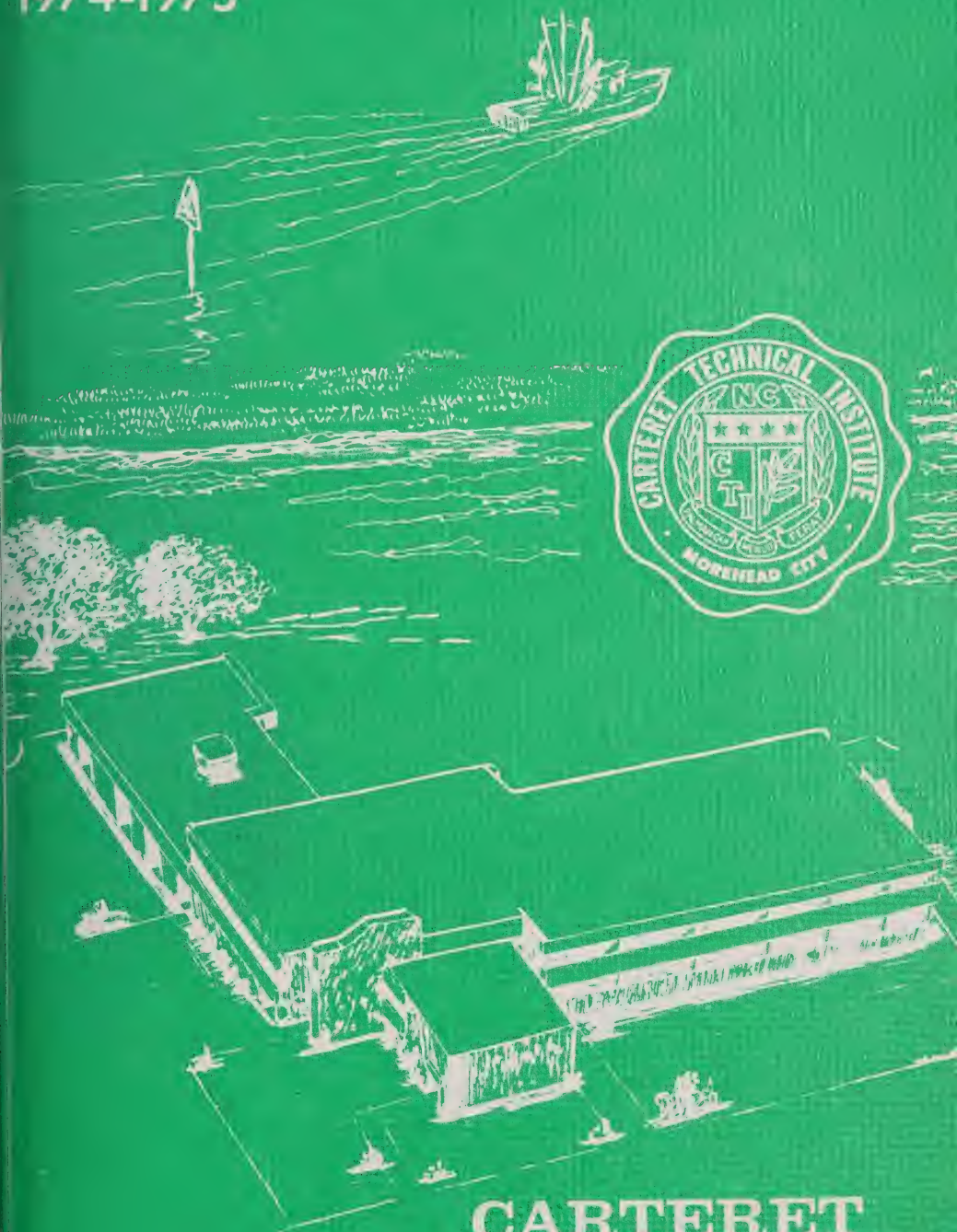
COURSE CONTENTS

- Ignition
- Carburetion
- Powerhead
- Lower Unit
- Boats
- Attaching Motor to Stern of Boat
- Electric Starters
- Electric Generators
- Storage Batteries
- Factors Affecting Electric Starting Performance
- Practical Experience

Students participate in the Small Engines Curriculum for sixty-six (66) contact hours. Students may participate as many additional quarters as are needed for proficiency; therefore, after the first sixty-six (66) contact hours attendance is flexible.



GENERAL CATALOG 1974-1975



**CARTERET
TECHNICAL
INSTITUTE**

MOREHEAD CITY, N. C. 28557

CARTERET TECHNICAL INSTITUTE

GENERAL CATALOG

1974-1975

Highway 70 West
MOREHEAD CITY, N.C.
Post Office Box 849
Telephone 726-2811

DIRECTORY OF CORRESPONDENCE

Inquiries will receive prompt attention if addressed to the Administrative Offices below at Carteret Technical Institute, P.O. Box 849, Morehead City, North Carolina 28557

ADMINISTRATIVE AFFAIRS	The President
ADMISSION	Dean of Student Affairs
ACADEMIC AFFAIRS	Dean of Instruction
ENTRANCE EXAMINATION	Dean of Student Affairs
EVALUATION OF CREDITS	Dean of Student Affairs
NON-CREDIT COURSES	Director of Continuing Education
FINANCIAL AND BUSINESS AFFAIRS	Business Manager
GIFTS AND BEQUESTS	The President
HOUSING	Dean of Student Affairs
PUBLICITY	Dean of Student Affairs
REGISTRATION	Assistant Dean of Student Affairs
SCHOLARSHIP AND LOANS	Assistant Dean of Student Affairs
STUDENT AFFAIRS	Dean of Student Affairs
TRANSCRIPTS	Assistant Dean of Student Affairs
VETERAN'S AFFAIRS	Dean of Student Affairs

THE INSTITUTE SERVES ALL STUDENTS REGARDLESS OF RACE, COLOR CREED, SEX, OR NATIONAL ORIGIN.

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1974-75 CALENDARS

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ACADEMIC CALENDAR**1974-1975****FALL QUARTER**

Freshman and Faculty Orientation	September 6, 1974
Registration	September 9, 10, 1974
Classes Begin	September 11, 1974
Last Day for Late Registration and to Add a Course	September 18, 1974
Last Day to Drop Without Penalty	October 2, 1974
Quarter Examinations	November 25, 26, 1974

WINTER QUARTER

Registration	December 2, 1974
Classes Begin	December 3, 1974
Last Day for Late Registration and to Add a Course	December 10, 1974
Christmas Holidays Begin at 10 P.M.	December 20, 1974
Classes Resume at 8A.M.	January 6, 1975
Last Day to Drop Without Penalty	January 7, 1975
Quarter Examinations	February 28, thru March 3, 1975

SPRING QUARTER

Registration	March 5, 1975
Classes Begin	March 6, 1975
Last Day for Late Registration and to Add a Course	March 13, 1975
Last Day to Drop Without Penalty	March 27, 1975
Easter Holidays Begin at 10 P.M.	March 27, 1975
Classes Resume at 8 A.M.	April 1, 1975
Quarter Examinations	May 22, 23, 1975

SUMMER QUARTER

Registration	June 2, 1975
Classes Begin	June 3, 1975
Last Day for Late Registration and to Add a Course	June 10, 1975
Last Day to Drop Without Penalty	June 24, 1975
Holiday	July 4, 1975
Quarter Examinations	August 18, 19, 1975
Graduation	August 22, 1975

GENERAL INFORMATION



THE INSTITUTION

HISTORY

The institution presently known as Carteret Technical Institute emerged as a reality for the people of Carteret County in July, 1963. At that time the Carteret County Industrial Education Center was authorized by the North Carolina State Board of Education, with the stipulation that the Center must operate proficiently for a period of two years as a unit of the Wayne Technical Institute before making application to have its status changed to that of an independent institution. Following this action by the State Board of Education, state and local funds required for the Center's operation were allocated, buildings were obtained and renovated, necessary equipment was secured and installed, and in January, 1964, the Center inaugurated its first full-time program with the initiation of a course in Marine Engines.

The progress of the institution since 1964 has been steady and sure and is apparent in the growing number of courses offered to citizens of the county interested in furthering their education or improving their skills. Beginning with only one course in 1964, the Institute now offers curriculum programs in eighteen areas. In addition, the Institute cooperates with the North Carolina Employment Security Commission in offering Manpower Development Training Act courses and with East Carolina University in providing a full freshman year of college work. Numerous short-term courses, normally 60-65 courses at any given time, are offered to meet particular needs of county residents.

Application for independent status was made and approved in January, 1968, giving the institution, now Carteret Technical Institute, equal status with other technical institutes in the North Carolina Community College System. In November of that year the citizens of Carteret County voted for a tax levy for support of the institution and technical institute bonds in the amount of \$500,000 for construction of a new physical plant. On December 13, 1968, the Governor and Advisory Budget Commission approved conversion on the institution from contractual to chartered status. The Institute now operates directly under control of the North Carolina Department of Community Colleges.

Construction of the new facilities was completed in December, 1972. Carteret Technical Institute has made great progress since 1964, and faces the future with optimism and a keen sense of purpose.

PHILOSOPHY

The philosophy of Carteret Technical Institute is a system of beliefs that serves as a reservoir out of which come all objectives of the institution. This philosophy, reflecting the thoughts of our leading

educators, students, faculty, staff, and administration, has been adopted by the Board of Trustees.

With the establishment of Carteret Technical Institute a new dimension was added to the education system of this area. In keeping with the broad goals of the North Carolina Department of Public Instruction and the Department of Community Colleges, Carteret Technical Institute readily adopted the philosophy of "total education" and the "open door" admission. Total education, in addition to providing quality instruction, gives consideration to the diversity of cultural, civic, and economic needs among individual students and takes into account the differences in individual ability to acquire an education. The open door admission provides that for any applicant who wants and needs more education, regardless of his educational background, the door of the institution is open.

This institution is cognizant of the fact that to make the opportunities which it offers a reality to the citizens of North Carolina, there must be a planned cooperative effort with the elementary and secondary schools, the colleges and universities, and all other relevant agencies with similar objectives and responsibilities.

In summary, Carteret Technical Institute expounds a philosophy which holds out (1) the hope of universality of educational opportunity and (2) the hope of maximal intellectual, moral, and physical achievement on the part of each student.

PURPOSE AND OBJECTIVES

The purpose of Carteret Technical Institute is to extend universal education opportunities to anyone of suitable age.

The concept of universal educational opportunities for all persons includes the basic ingredients of easy accessibility, low tuition, professional guidance services, a broad curriculum offering, an atmosphere conducive to learning, and quality instruction. More specifically, the purpose of Carteret Technical Institute is:

- A. To provide technical programs which prepare persons for jobs in product and service oriented occupations for which the Associate of Applied Science Degree may be awarded.
- B. To provide vocational programs which prepare persons for jobs requiring varying levels of ability and skill and for which a certificate or diploma may be awarded.
- C. To provide occupational educational programs for employed adults who need training or re-training to increase their occupational competency.

- D. To fulfill a leadership role in community growth and development; through training of skilled labor provide an attraction to industry and job opportunities.
- E. To design and implement programs to meet the needs of the community as they arise.
- F. To provide programs of continuing education for adults who need or desire to improve basic educational skills, to complete high school requirements, or to pursue personal interest courses.
- G. To provide testing and guidance of individuals for determining their aptitudes, interests, and proper entrance levels.
- H. To provide developmental courses for persons whose educational background would indicate the likelihood of difficulty with the course work in their chosen area of study.
- I. To cooperate with East Carolina University, by providing facilities and, where appropriate, instructional personnel in return for FTE credit, in East Carolina's efforts to make freshman and sophomore university courses available and easily accessible to citizens of Carteret County.
- J. To provide a program of evaluation whereby institutional energies, transformation processes, and student performances, both institutionally and on the job, are examined periodically in terms of stated objectives.
- K. To provide the opportunity for all people to continue their personal growth as responsible citizens in a democratic society.

LOCATION AND FACILITIES

Carteret Technical Institute is located on United States Highway 70 West, Morehead City, North Carolina. Morehead City is one of two state ports in North Carolina and is rapidly becoming the center of commerce and industry in the northern tidewater area.

The school is housed in a new one and one-half million dollar facility located on scenic Bogue Sound. The Institute is located less than one-half mile from the center of town.

The Institute is equipped with the latest and most modern equipment. The entire facility is heated and where practical, classrooms and laboratories are air-conditioned.

ACCREDITATION

Carteret Technical Institute is approved by the Department of Community Colleges and the North Carolina State Board of Education as specified in Chapter 115A of the General Statutes of North Carolina. The Institute is also Accredited by the Southern Association of Colleges and Schools. In addition the Allied Health Programs are approved by the American Medical Association and the North Carolina State Board of Health.

ADDITIONAL PROGRAMS AT OTHER INSTITUTIONS

Two community colleges are located within relatively easy driving distance from Carteret County. These institutions offer degree and diploma programs not presently offered at Carteret Technical Institute. These programs, to a large extent, contain course requirements which may be taken at Carteret Technical Institute before transfer is necessary; in some cases, the major share of these requirements may be taken at the Institute. Students who prefer a degree or diploma program at the following community colleges should contact a counselor at Carteret Technical Institute.

Associate in Applied Science Degree

Coastal Carolina Community College, Jacksonville, N.C.

Electronic Data Processing-Business

Craven Community College, New Bern, N.C.

Educational Assistant
Accounting

Diploma Programs

Coastal Carolina Community College, Jacksonville, N.C.

Automotive Body Repair
Masonry

Craven Community College, New Bern, N.C.
Machinist

ADMISSIONS



ADMISSION PROCEDURES AND ENTRANCE REQUIREMENTS

GENERAL ADMISSION REQUIREMENTS

The admission procedures of Carteret Technical Institute are designed to create a feeling of personal interest in the applicant and his plans for the future.

Carteret Technical Institute is a co-educational institution open to any individual who meets the admission requirements for the particular course in which he chooses to enroll.

If a student fails to meet the admission requirements for the course of his choice, a member of the counseling staff will help him plan a remedial or preparatory program of study. The counselor, working with the applicant, may recommend a program more suitable to the individual's ability, aptitude, and educational background.

BASIC ADMISSION REQUIREMENTS

All Associate in Applied Science Degree applicants must be high school graduates. The high school graduation requirement is considered to have been met by graduation from high school, possession of a State High School Equivalency Certificate or possession of an Adult High School Diploma.

Generally, applicants for admission to a Diploma Program must possess a high school diploma or its equivalency. However, some exceptions are made for individuals whose age and maturity make success in a Diploma Program likely.

ADMISSION PROCEDURES

1. Application. The applicant must submit a properly completed application form to the Office of Student Affairs. Early application is recommended to allow adequate time for processing.
2. Medical Report. A medical history questionnaire must be completed by all applicants. In addition, those accepted for admission in Practical Nurse Education, Associate Degree Nursing, and Radiologic Technology must present medical forms completed by a physician prior to final acceptance. Necessary medical forms will be provided by the Office of Student Affairs.
3. Transcripts. Applicants for admission to all programs at the Institute must have official transcripts forwarded from high schools and all post-secondary schools that they have attended. Applicants who have earned equivalency certificates must present evidence that

they have successfully completed the tests. It is the responsibility of the applicant to insure that official transcripts are presented to the Office of Student Affairs.

4. **Testing.** For advisement and placement purposes, applicants for vocational or technical programs must take, prior to enrollment, the Otis-Lennon Mental Ability Test and the Differential Aptitude Test Battery administered by Carteret Technical Institute unless the applicant has previously taken the General Aptitude Test Battery administered by the Employment Security Office. These same tests are used for pre-admission purposes in the Associate Degree Nursing and Practical Nurse Education programs. The applicants for Radiologic Technology must take the Scholastic Aptitude Test of the College Entrance Examination Board and the Educational Skills Test administered by the Institute.
5. **Interviews.** All applicants should make an appointment with one of the counselors for a personal interview prior to their enrollment into the Institute. The counseling session is designed to acquaint the students with the Institute and help determine if the student has made a wise choice in his program selection.

PROVISIONAL ADMISSION

Applicants applying too late to complete all admission procedures or applicants who do not desire admission to a full-time program will be permitted to register as special students at the discretion of the Dean of Student Affairs. Special students will be allowed to enroll for a maximum of 15 quarter hours of credit without meeting all admission requirements. Upon completion of 15 quarter hours of credit a student must meet all general or specific admission requirements or face suspension from the Institute.

SPECIAL ADMISSION REQUIREMENTS FOR ASSOCIATE DEGREE NURSING, PRACTICAL NURSE EDUCATION, AND RADIOLOGIC TECHNOLOGY PROGRAMS

1. **Interviews.** The applicants must report to the Institute for personal interviews with a counselor in the Student Affairs Office and the Department Representative. The applicant must report for a final interview with the Admissions Committee.
2. **Testing.** Applicants for these programs must qualify through entrance tests. Nursing applicants will take the Otis-Lennon Mental Ability Test and the Differential Aptitude Test Battery. Radiologic

Technology applicants must take the Scholastic Aptitude Test and the Educational Skills Test.

3. References. Three letters of character reference are required prior to the Admissions Committee interview.
4. Medical Reports. All accepted applicants must have complete physical examinations and file these completed forms with the Office of Student Affairs.

EVENING CURRICULUM PROGRAM ADMISSIONS REQUIREMENTS

Students who apply for admission to the Evening Program will follow the same procedures for admission as outlines for the day program. Applicants applying too late to complete all admission procedures or applicants who do not desire admission to a full-time program will be permitted to register as special students at the discretion of the Dean of Student Affairs. Special students will be allowed to enroll for a maximum of 15 quarter hours of credit without meeting all admission requirements. Upon completion of 15 quarter hours of credit a student must meet all general or specific admission requirements or face suspension from the Institute.

ADMISSION OF TRANSFER STUDENTS

Educational work completed by a student in other accredited institutions may, where applicable, be credited toward the requirements of the Degree of Diploma Program at Carteret Technical Institute. Admission as a transfer student is considered according to the following regulations:

1. A completed application, medical history questionnaire, and a transcript direct from the transfer institution must be received before registration is permitted.
2. Transfer credit may be allowed for courses in which a student has made a "D" provided he has a minimum grade point average of 2.0 (C average) on all credits accepted for transfer.
3. The Dean of Student Affairs will evaluate all transcripts for transfer credit and will submit them to the Division Chairman for their review. All courses for which transfer credit is allowed must parallel courses offered at Carteret Technical Institute or fall within the same

course classification if not offered at Carteret Technical Institute.

4. Credits from colleges operating on the semester system are recalculated on a quarter hour basis.
5. Quality point averages for graduation, honors, and continuing enrollment are computed on Carteret Technical Institute work only.
6. The time limit for acceptance of transfer credits from another institution toward completion of a diploma or degree from Carteret Technical Institute is ten years.
7. An applicant on disciplinary suspension from another college or institute will not be admitted to Carteret Technical Institute until the specified suspension period is completed. Any student who conceals such status is subject to dismissal upon discovery.
8. Applicants will receive an "Evaluation of Transfer Credits" form denoting hours transferred with their acceptance letter.

TRANSFER OF CREDITS WITHIN CARTERET TECHNICAL INSTITUTE

Credits earned in any institutional degree program may be credited toward a degree or diploma program upon evaluation by the Dean of Student Affairs. Credits earned in a diploma program are not acceptable to an associate degree program but may be credited toward a second diploma major. If graduation requirements change during the time a student is enrolled, the student may elect to satisfy the requirements in effect at the time of his original enrollment or the new requirements.

All students who are currently enrolled or who have graduated from a curriculum program of the Institute and wishes to transfer to another curriculum program must follow these procedures:

1. Submit an application stating the desired curriculum and quarter of entrance.
2. Meet the admission requirements for the desired program as stated in the school catalog.

Applicants will receive notification of admission by letter from the Office of Student Affairs along with an "Evaluation of Transfer Credit" form denoting hours for which credit will be given.

APPLICATION STATUS

Applicants are kept informed concerning their admission status through the following procedures:

1. The applicant will receive a form letter indicating that the application has been received and what additional information is needed before final acceptance can be granted.
2. Transfer applicants and students transferring between programs within the Institute will receive an "Evaluation of Transfer Credit" form denoting courses for which Carteret Technical Institute credit is allowed.
3. Upon receipt of all necessary forms and completion of admission procedures a final letter denoting acceptance for admission is forwarded to the applicant.

READMISSION

Application for readmission is required of all students for whom one or more quarters have elapsed since their last enrollment. Graduates who plan to return in another program must also file for admission.

FOREIGN STUDENTS

The Institute is authorized under Federal law to enroll nonimmigrant alien students. All foreign applicants must submit evidence of proficiency in the English language.

ACADEMIC INFORMATION



CURRICULUM

QUARTER SYSTEM

Carteret Technical Institute operates on the quarter system. This fall, winter, spring, and summer quarters are each approximately eleven weeks in length. The Institute is in session five days per week.

CREDIT HOURS

The quarter hour is the unit of measurement for credit purposes. Quarter hours of credit are awarded as follows: one quarter hour credit for each hour per week of class work, one quarter hour of credit for each two hours per week of laboratory work, and one quarter hour for each three hours of shop practice per week.

TRANSFER OF CREDIT

Educational work completed by the student in accredited institutions may, where applicable, be credited toward the requirements of the Degree or Diploma Program at Carteret Technical Institute. Students must file transcripts of previous education so that an evaluation can be made for awarding of transfer credit. (See Admissions for additional information about awarding of transfer credit.)

Quarter hours of credit earned at Carteret Technical Institute can be transferred to any of the institutions authorized to function under the North Carolina Department of Community Colleges and to many other educational institutions. Each individual institution, whether a member of the Department of Community Colleges or not, will evaluate each student's transcript for awarding of possible transfer credit from Carteret Technical Institute.

STUDENT CLASSIFICATION

Full-time student--a student enrolled for twelve (12) or more quarter hours of credit.

Part-time student--a student enrolled for fewer than twelve (12) quarter hours of credit.

Freshman--a student who has completed with a passing grade less than forty-five (45) quarter hours of credit.

Sophomore--a student who has completed with a passing grade more than forty-five (45) quarter hours of credit.

REGISTRATION

All students are urged to register at the beginning of each quarter of attendance. Students who have failed to register properly will be considered audit students and will receive neither grades nor credit for the course. Registration procedures are published prior to each registration period and should be followed to insure that enrollment has been completed. Those students who fail to register on the designated dates each quarter will be assessed a late registration fee.

AUDITING

Courses may be audited after registration procedures have been completed and permission has been obtained from the instructor. Credit by examination will not be allowed for courses which have been audited. A grade of "Au" will be recorded on the transcript with no hours credit or quality points given.

PROFICIENCY EXAMINATION CREDIT

Credit by examination may be allowed if a student can demonstrate evidence that he possesses the required level of proficiency in a given subject as a result of independent study and experience.

This credit will be based on a written or oral examination or both given by the instructor of the course for which a proficiency score is desired.

Upon successful completion of a proficiency examination, hours credit will count toward graduation; however, no grade will be given. Hours earned by proficiency examination will not be used in the calculation of quality points.

CHANGE OF SCHEDULE

There may exist certain circumstances that make it necessary for a student to change his class schedule after initial enrollment. A change in class schedule after registration may be made only with the approval of the faculty advisors, Dean of Student Affairs, (Assistant Dean of Student Affairs, Counselor), and clearance by the Business Office.

The last date that course can be added each quarter is stated in the school calendar (normally one week after course begins). Any student wishing to drop a course must complete the drop procedures before the date published in the school calendar (normally three weeks after

classes begin). Courses dropped before this date will be without penalty.

WITHDRAWAL

Students desiring to leave the Institute during the quarter must withdraw officially through the Office of Student Affairs. This can be done with an official withdrawal slip obtained from the Dean of Student Affairs. There is no penalty if a student withdraws prior to the date specified in the Institute Calendar as the last date for withdrawal without failure. Failures are recorded on all courses for students who withdraw after that date. However, if a student withdraws after the deadline at the request of a physician or with the approval of the instructor, Division Chairman, and Dean of Instruction, a grade of "W" (Withdrawal) will be recorded for each course. Students who withdraw without following the above procedures will receive failing grades on all courses for which they are registered.

ATTENDANCE

The nature of the programs for students at Carteret Technical Institute is such that it is necessary that students be in regular attendance at all times.

A student is allowed one absence for each quarter hour of credit without penalty. Sound judgment, however, should be exercised by the student to assure that absences from a class are really necessary. In the evening program, a class is often scheduled in such a manner that the class meets only one night weekly for a designated number of hours. For instance, if a three credit hour class meets one night weekly for three hours and a student is absent the entire night, three absences must be recorded. This means that any further absences will be excessive.

Excessive absences are defined as those absences greater than the number of credit hours earned for a particular course.

Decisions regarding absences in excess of the number allowed are made jointly between the instructor and student concerned. Excessive absences may result in the student being dropped from the class.

GRADING SYSTEM AND QUALITY POINT AVERAGE

A quality point system is used to calculate all student scholarship standings. The letter grades used and explanations follow.

GRADING SYSTEM AND QUALITY POINT AVERAGE

A quality point system is used to calculate all student scholarship standings. The letter grades used and explanations follow.

Letter Grade	Numerical Grade	Explanation	Quality Points Per Quarter Hour Credit
A	93-100	Excellent	4
B	84-92	Good	3
C	75-83	Average	2
D	68-74	Below Average	1
F	Below 68	Failed	0
W		Withdrew--no grade or quality points indicates official withdrawal. Unofficial withdrawal will result in an "F" for the course.	
I		Incomplete--no grade or quality points because of incomplete work. An "I" must be removed from the transcript within one calendar year. If an "I" is not removed within the time allowed, the "I" will remain on the transcript and the course will have to be repeated to receive credit.	
Au		Audit--no grade or quality points	

The quality point average is calculated by dividing the total number of quality points earned by the hours attempted, including both courses passed and failed. If a course has been repeated, only the higher grade will be used in determining the quality point average. All courses attempted will be shown on the official transcript.

ACADEMIC RETENTION REQUIREMENTS

Each student at Carteret Technical Institute is expected to maintain satisfactory progress toward a degree or diploma. At the end of each quarter, a student's grade point average for that quarter and his cumulative grade point average are examined. Minimum cumulative grade point averages for remaining in good standing are as follows:

Attempted Credit Hours	Diploma Program (Grade Point Average)	Degree Program Grade Point Average)
1-20	1.25	1.25
21-39	1.50	1.40
40-59	1.75	1.65
60-79	2.00	1.80
90-99		1.90
100-149		2.00

ACADEMIC PROBATION

Any student who falls below the minimum retention requirements will be placed on probation. When a student is placed on probation, he is so notified in writing by the Dean of Student Affairs. A student on academic probation is required to schedule a conference with a counselor after he is so notified about his probationary status. The counselor will assist the student in identifying his academic problems and may help the student to explore alternative programs for which he is better qualified. Any curriculum student on probation who fails to make satisfactory improvement in his grade point average during the quarter he is on probation may be suspended, placed in a more appropriate program, or be encouraged to take a reduced load. A student who has been suspended for academic reasons may apply for readmission. His readmission application would be considered on an individual basis by the Dean of Student Affairs, Division Chairman and advisor.

REPEATING COURSE WORK

The following regulations govern the repeating of a course previously taken at Carteret Technical Institute.

A student who has failed a course will be allowed to repeat the course and receive the higher grade. Should a course be repeated the quality point average would be determined using the hours attempted and quality points received from the higher grade, thus excluding any reference to the failing grade.

In some instances a student passes a course but does not reach the proficiency required during the quarter to advance to the next course in the sequence. Should a student taking a sequence course fail to meet the proficiency required by the department involved to advance to the next course in the sequence, he would be encouraged by the counseling staff and faculty advisor to repeat the course in order to gain greater proficiency.

A student who makes a "D" in a course and wishes to repeat the course must have the permission of the Division Chairman, the Counselor, and the Dean of Student Affairs.

When the course has been repeated the higher of the grades would be recorded on the student's transcript and used for determining the quality point average.

In order to maintain a complete record of all courses taken the student's transcript would contain those courses passed, failed, and repeated. However, only the higher grade will be used to determine the quality point average needed for graduation.

DEAN'S LIST AND HONOR'S LIST

Carteret Technical Institute recognizes outstanding academic achievement by a student through the Dean's List and Honor's List.

The Dean's List is composed of students who are enrolled for a minimum of twelve quarter hours of credit and receive no grade below an "A" on all work taken.

The Honor's List is composed of students who are enrolled for at least twelve quarter hours of credit and make at least three quality points per credit hour on all work taken with no grade below a "C".

TRANSCRIPT AND GRADE REPORTING

Reports of grades will be mailed to each student's home immediately following the completion of each quarter's work.

Transcripts of the student's record will be sent to other colleges, universities, institutes, employers, or to the student himself, when an official request has been made but only after all obligations have been completed with the Institute.

There is no fee charged for the issuing of transcripts.

REQUIREMENTS FOR GRADUATION

Carteret Technical Institute has been approved by the North Carolina Department of Community Colleges to award an Associate of Applied Science Degree, a Diploma, or Certificate to those who qualify through course work taken at the Institute.

An Associate of Applied Science Degree is awarded a student who completes a two year technical program with a general average of "C" or better in his major field of study and has at least two quality points for each quarter hour of credit earned in his total program.

A diploma is awarded a student who completes a one year vocational program with a general average of "C" or better in his major field of study and has at least two quality points for each quarter hour of credit earned in his total program.

A certificate is awarded a student who successfully completes a program of less than one year in length.

Presence at graduation exercises is a requirement for prospective degree or diploma recipients except when permission for absentia has been granted by the Dean of Student Affairs. A written request for such permission must be made at least ten (10) days before commencement.

Upon recommendation of the curriculum area coordinator and approval by the Dean of Instruction and the President of the Institute, certain specific graduation requirements may be waived. This action may be necessitated as a result of curriculum changes during a student's enrollment which would prevent such student from completing all courses listed. However, only courses which are relative to the curriculum will be allowed to be substituted. The failure of an adequate number of students to register for a particular course during a person's final quarter would also be grounds for waiving certain graduation requirements and substituting a course applicable to the field of study being pursued.

All financial obligations to the Institute must be cleared before a degree, diploma, or certificate can be awarded.

GRADUATION WITH HONORS

Students graduating with quality points averaging 3.5 and above will be so designated on the graduating program and their degree or diploma will bear a gold "honors" Seal.

EXPENSES



FEES AND EXPENSES

GENERAL FEES

A major objective of Carteret Technical Institute is to provide quality education at the lowest possible cost for the student. Tuition and fees paid by students are kept at a minimum and do not represent the total operating expenses of the Institute. The balance is provided by local, state, and federal tax funds.

TUITION AND FEES FOR STUDENTS ENROLLED IN GENERAL EDUCATION PROGRAMS

Resident (12 quarters hours or more)	\$ 32.00 per quarter
Non-Resident (12 quarter hours or more)	\$137.50 per quarter
Resident (less than 12 quarter hours)	\$ 2.50 per quarter hour
Non-Resident (less than 12 quarter hours)	\$ 11.45 per quarter hour
Insurance (optional)	\$ 3.00 per year
Activity Fee (full-time day students)	\$ 3.00 per year
I.D. and Parking Fee	\$ 1.00 per year

TUITION AND FEES FOR STUDENTS ENROLLED IN TECHNICAL AND VOCATIONAL PROGRAMS

Resident (12 quarter hours or more)	\$ 32.00 per quarter
Non-Resident (12 quarter hours or more)	\$137.50 per quarter
Resident (leses than 12 quarter hours)	\$ 2.50 per quarter hour
Non-Resident (less than 12 quarter hours)	\$ 11.45 per quarter hour
Insurance (optional)	\$ 3.00 per year
Activity Fee (full-time day students)	\$ 3.00 per quarter
I.D. and Parking Fee	\$ 1.00 per year

PAYMENT OF FEES

Tuition and fees for each quarter are payable at registration. Any student who is unable to make payment at that time must make prior arrangements with the Business Manager.

A student will not be allowed to register if he has an outstanding debt due the Institute.

A student will not be allowed to graduate, receive a diploma or certificate, or obtain a transcript as long as an account is outstanding.

LATE REGISTRATION

A late registration fee of \$5.00 will be charged, in addition to the regular required fees, all students who register after the official registration dates as published in the school calendar.

REFUND POLICY

Tuition refund for students shall not be made unless the student is, in the judgment of the institution, compelled to withdraw for unavoidable reasons. In such cases, two-thirds (2/3) of the student's tuition may be refunded if the student withdraws within ten (10) calendar days after the first day of classes as published in the school calendar. Tuition refunds will not be considered after that time. Tuition refunds will not be considered for tuitions of five dollars (\$5.00) or less, unless a course or curriculum fails to materialize due to no fault of the student.

ACTIVITY FEE

An activity fee of \$3.00 per quarter is required of all day time curriculum students enrolled for twelve credit hours or more. The fee is required for both resident and non-resident students. The fee is used for all student activities.

AUDITING FEE

Students auditing a curriculum course at the Institute will be required to pay the tuition fee applicable to students receiving credit for the course. This regulation applies to both resident and non-resident students.

PARKING FEE

An annual parking fee of \$1.00 will be required of all day students. The parking permit will be obtained from the Business Office.

IDENTIFICATION CARDS

Identification cards will be issued at the beginning of each quarter to all full-time day students.

GRADUATION FEE

A graduation fee will be due and payable when application for graduation is processed. The graduation fee covers the cost of the degree or diploma, the rental of a cap and gown, and other graduation expenses.

INSURANCE

A student may purchase insurance to cover accidents associated with school activities for \$3.00 per year. This group insurance coverage is for an entire academic year. It is highly recommended that all students take advantage of this coverage. The insurance is optional and students can purchase this coverage by making payment in the Business Office at the beginning of each quarter. Students who elect

not to purchase this insurance coverage must sign a waiver indicating that the Institute will not be held responsible for any accident that occurs on the campus or at a school related activity.

BOOKS AND SUPPLIES

Necessary textbooks, supplies, and tools can be acquired through the bookstore maintained by the Institute. The bookstore is operated on a cash basis, and there is no refund on books and supplies. The cost of these items varies according to the program of study taken by the student.

ESTABLISHING RESIDENCY

GENERAL. The tuition charge for legal residents of North Carolina is less than for nonresidents. To qualify for in-state tuition, a legal resident must have maintained his domicile in North Carolina for at least the twelve months next preceeding the date of first enrollment or re-enrollment in an institution of higher education in this state. Student status in an institution of higher education in this state shall not constitute eligibility for residence to qualify said student for in-state tuition.

MINORS. A minor is any person who has not reached the age of eighteen years. The legal residence of a person under eighteen years of age at the time of his first enrollment in an institution of higher education in this state is that of his parents, surviving parent, or legal guardian. In cases where parents are divorced or legally separated, the legal residence of the father will control unless custody of the minor has been awarded by the court to the mother or to a legal guardian other than a parent. No claim of residence in North Carolina based upon residence of a guardian in North Carolina will be considered if either parent is living unless the action of the court appointing the guardian antedates the student's first enrollment in a North Carolina institution of higher education by at least twelve months.

ADULTS. An adult is any person who has reached the age of eighteen years. Persons, eighteen or more years of age at the time of first enrollment in an institution of higher education, are responsible for establishing their own domicile. Persons reaching the age of eighteen, whose parents are and have been domiciled in North Carolina for at least

the preceding twelve months, retain North Carolina residence for tuition payment purposes until domicile in North Carolina is abandoned. If North Carolina residence is abandoned by an adult, maintenance of North Carolina domicile for twelve months as a non-student is required to regain in-state status for tuition payment purposes.

MARRIED STUDENTS. The legal residence of a wife follows that of her husband, except that a woman currently enrolled as an in-state student in an institution of higher education may continue as a resident even though she married a non-resident. If the husband is a non-resident and separation or divorce occurs, the woman may qualify for in-state tuition after establishing her domicile in North Carolina for at least twelve months as a non-student.

MILITARY PERSONNEL. No person shall lose his in-state resident status by serving in the Armed Forces outside of the State of North Carolina. A member of the Armed Forces may obtain in-state residence status for himself, his spouse, or his children after maintaining his domicile in North Carolina for at least the twelve months next preceding his or their enrollment or re-enrollment in an institution of higher education in this state.

ALIENS. Aliens lawfully admitted to the United States for permanent residence may establish North Carolina residence in the same manner as any other non-resident.

PROPERTY AND TAXES. Ownership of property in or payment of taxes to the State of North Carolina apart from legal residence will not qualify one for the in-state tuition rate.

CHANGE OF STATUS. The residence status of any student is determined as of the time of his first enrollment in an institution of higher education in North Carolina except:

1. In the case of a nonresident student at the time of first enrollment who has subsequently maintained domicile as a non-student for at least twelve consecutive months, and
2. In the case of a resident who abandons his legal residence in North Carolina.

In either case, the appropriate tuition rate will become effective at the beginning of the first subsequent term enrolled.

The foregoing residence provisions are at present superseded by a policy ruling of the Board of Trustees on September 13, 1973 that "...a special tuition rate, which shall be the same rate as that charged to

North Carolina students enrolled in Carteret Technical Institute, be charged to all out-of-state applicants to the Institute, based on the fact that Carteret Technical Institute is a participant in a Coastal Plains Regional Development Commission and Economic Development Administration project in which federal funds played a large part in the development of the project."

RESPONSIBILITY OF STUDENTS. Any student or prospective student in doubt concerning his residence status must bear the responsibility for securing a ruling by stating his case in writing to the Dean of Student Affairs. The student who, due to subsequent events, becomes eligible for a change in classification, whether from out-of-state to in-state or the reverse, has the responsibility of immediately informing the Dean of Student Affairs of his circumstances in writing. Failure to give complete and correct information regarding residence constitutes grounds for disciplinary action.

FINANCIAL AID



GENERAL STATEMENT

Carteret Technical Institute participates in various financial aid programs. The purpose of the financial aid program is to provide assistance to students of exceptional financial need who without financial aid would be unable to pursue an education. Some of the basic areas of assistance are described below. For more detailed information see the separate publication, Financial Aid at Carteret Technical Institute, available from the Office of Student Affairs. All inquiries should be addressed to the Assistant Dean of Student Affairs, Carteret Technical Institute, Post Office Box 849, Morehead City, North Carolina.

SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT [SEOG]

The purpose of this program is to provide SEOG to students of exceptional financial need, who, for lack of financial means of their own or their families, would not be able to enter or enroll without such assistance. The SEOG program was established by Title IV, Part A, of the Higher Education Act of 1965 (Public Law 89-829). The maximum grant is \$1,000 and a minimum grant is \$200. To be eligible for an SEOG a student must be: (1) a high school graduate or the equivalent; (2) a national of the United States, or in the United States for other than a temporary purpose and intending to become a permanent resident thereof; (3) a full-time student in either the degree or diploma program; (4) of exceptional financial need and unable to attend the Institute without such a grant; (5) capable of maintaining good standards in his course of study. The SEOG shall be made for the period required by the student to complete his course of study. In no event should such period exceed four academic years. The term academic year covers a period of three quarters.

BASIC EDUCATIONAL OPPORTUNITY GRANT [BEOG]

The Education Amendments of 1972 authorized a new program of financial aid, the Basic Educational Opportunity Grant. This program has been funded and it provides awards to students of up to a maximum of \$1,400 for each undergraduate year. However, the grant cannot exceed the need of the student nor can it be for more than 50 per cent of the actual costs of attendance at the institution the student has chosen. This grant program is in the process of great change. Contact Student Aid Office for the latest developments and award procedures.

VETERAN'S EDUCATIONAL ASSISTANCE

Carteret Technical Institute has been approved for the training of veterans. Veterans, widows, and children of deceased veterans who want to attend school under the U.S. Code 38, Chapters 31, 34 and 35 may be admitted to Carteret Technical Institute and approved to receive educational benefits provided they meet the requirements established by the Veterans Administration.

Full details concerning training programs may be obtained from any Veterans Service Office or the Regional Office, Winston-Salem, North Carolina.

SOCIAL SECURITY

Students up to age 22 may be eligible for benefits from Social Security provided: (1) either the mother or father or both receive monthly disability or retirement benefits from Social Security; or (2) either parent is deceased and that person was fully insured by Social Security prior to death. In the event that these requirements are met by one enrolled as a full-time student, he should contact the nearest local Social Security Office for complete details.

VOCATIONAL REHABILITATION

Vocational Rehabilitation is a program operated through the Division of Vocational Rehabilitation in cooperation with the North Carolina Department of Public Instruction and the Federal Office of the Vocational Rehabilitation Administration. The Division finances such services as are necessary to enable a physically or mentally employable-handicapped person to become self-supporting. Financial assistance is available for training at Carteret Technical Institute for eligible handicapped persons. If a prospective student has a physical disability or is limited in his activity because of a disability, he should contact the Division of Vocational Rehabilitation.

COLLEGE FOUNDATION

The insured student loan program is administered in North Carolina by the College Foundation, Inc., through the State Education

Assistance Authority. Participating North Carolina banks and life insurance companies provide for the student loans and these are available to any North Carolina student under terms and conditions set by College Foundation. Loans cover educational expenses for one year including tuition, books, and activity fee plus any allowances for travel and living expenses. Residents of North Carolina enrolled full-time may borrow up to \$1,500 per academic year. To be eligible for this loan, a student must be: (1) a full-time student; (2) a legal resident of North Carolina; (3) in good standing at his chosen school.

COLLEGE WORK-STUDY PROGRAM

A number of eligible full-time students may be employed in the Work-Study Program. Students can work a maximum of 15 hours per week. Work-Study students may be employed during the summer for a maximum of 40 hours per week if they are not enrolled during such period and plan to resume full-time studies the following quarter. Students work at the Institute and in various non-profit agencies in the community.

JONES-AUSTIN VFW SCHOLARSHIP FUND

The Jones-Austin VFW Scholarship was established in October 1972 by the Jones-Austin VFW Post in Beaufort. The scholarship is valued at \$250 for one year of study at the Institute.

Eligibility requirements for the two scholarships to be awarded annually are: (1) be a resident of Carteret County; (2) be between the ages of 18 and 25; (3) have an established financial need; (4) be recommended by a high school counselor; (5) be accepted as a full-time student; and (6) have the academic potential to pursue the program of study selected. The race, color, and sex of the recipient shall not be a determining factor in awarding the scholarship.

LYNCH SCHOLARSHIP

Mr. and Mrs. A.D. Lynch have provided for a yearly scholarship in the amount of \$250 to be given to a resident of Carteret County who would be unable to attend school without financial assistance. Mr. Lynch, a former Trustee of Carteret Technical Institute, in giving the scholarship recognized the tremendous need for persons trained in the vocational and technical fields.

STUDENT SERVICES



STUDENT SERVICES

COUNSELING

Carteret Technical Institute places a high priority on the professional services offered by its trained counselors. Competency in the counseling of students concerning their educational, vocational, and personal needs is accepted as a major area of responsibility of the institution. All who come through the "open-door" have an inherent expectation of receiving assistance from a well trained and concerned individual.

The counseling staff provides specific services in the areas of recruiting, testing, placement, orientation, advising, job placement, and follow-up. Students in the Evening School will be served by the counseling staff on a regular basis two nights per week. Should counseling be desired by students on other nights, services will be provided upon request to the Director of the Evening School.

ORIENTATION

Orientation is a continuing process throughout a student's enrollment at the Institute.

Each student receives admissions information and counseling during the admissions process to enable him to make a wise decision in his choice of study, as indicated by identified needs, interests, and abilities. Group orientation sessions are conducted for all new students to introduce representatives of the administration, student government, and faculty.

Orientation is utilized to explain the Institute policies, regulations, facilities, and services.

FACULTY ADVISORS

In addition to the counseling and advising services offered by the Department of Student Affairs, all faculty members serve as advisors to enrolled students. At the time of initial enrollment, each student is assigned a faculty advisor in his major curriculum area. The advisor assists the student in planning his program, and is available throughout the student's enrollment to offer advice and assistance. The students are encouraged to consult regularly with their faculty advisor.

Each student has full responsibility for keeping record of his progress in his program of study. This includes being aware of the

grade point average, course failures, courses repeated and the requirements he must meet for graduation. Similarly, faculty advisors are required to maintain adequate records for each advisee.

EDUCATIONAL PLACEMENT

A large number of applicants will have made a choice of program before making application for enrollment. At the same time, some of these and a number of the other applicants may require placement assistance in meeting entrance requirements, particular those applicants who need G.E.D., preparatory and/or developmental courses.

Applicants are encouraged to have an interview with a counselor at the time they make application for enrollment at the Institute. Later, when the necessary information is acquired, a pre-admission interview is held to assist the applicant in choosing the program for which it appears he is best suited. At this time the counselor makes use of the Otis-Lennon Mental Ability Test, the Differential Aptitude Tests, the Kuder Interest Inventory, high school transcript, the applicant's experiences, personal interests, and any other pertinent information available about the individual.

When an applicant appears deficient in a subject area, he may be advised to enroll in preparatory or developmental courses to alleviate these deficiencies prior to and/or while enrolled in his regular course of study.

Should a student not meet with success in his original choice of program, continued assistance by a counselor will be rendered to help him in choosing an alternative program of study.

When prospective students inquire about programs which are not offered at Carteret Technical Institute, the counselor, in keeping with the philosophy of helping all our citizens, will provide the necessary educational and occupational information and assist him in locating an institution that offers the program he is seeking.

Three areas of concern which may be instrumental in properly placing students in programs are: (1) placement test; (2) proficiency examination credit; and (3) transcripts of previous educational experiences.

OCCUPATIONAL PLACEMENT

Carteret Technical Institute offers job placement service for assisting students needing employment while enrolled at the Institute,

or terminating their enrollment early, and/or upon graduation.

A member of the student services staff maintains a current listing of full-time and part-time job opportunities which have been made known to the department.

A student services staff member also works with the staff at the local employment office in an effort to assist students in obtaining employment.

The staff also works with Vocational Rehabilitation Counselors in placing students who have special problems, physical or mental, that handicap them in competing for employment.

When students request job placement assistance, their training and work experience is evaluated and they are referred to employers when their qualifications meet the job requirements.

In some instances, when no employment opportunities exist the staff member may contact employers in an effort to assist individual students to locate positions for which they are qualified.

STUDENT HEALTH SERVICES

Carteret Technical Institute being a commuter institute where the student resides at home, maintains no health facilities other than first aid equipment. The responsibility for medical services rests with the student and his parents or guardian.

First aid kits are located in the Student Affairs Office and in the shop areas for student use in treating minor injuries. All injuries, however minor, must be reported to the instructor. If the case requires more attention than first aid the instructor will make a report to the Student Affairs Office. They will make provisions for the injured to be transported to local physicians or to the emergency room of the local hospital which is located across the street from the Institute.

Students are encouraged to carry accident insurance. A student may purchase insurance to cover accidents associated with school activities at a minimum cost each year. This group insurance coverage is for an entire school year. It is highly recommended that all students take advantage of this coverage. The insurance is optional and students can purchase this coverage by making payment in the Business Office at the beginning of each quarter. Students who do not purchase the insurance offered must sign a waiver releasing the Institute of any responsibility for injuries on campus or for school related activities.

STUDENT HOUSING

Carteret Technical Institute does not have dormitory or boarding facilities. Although the Student Affairs Office assumes no direct

responsibility in securing housing for those students not living at home, members of that department will assist students in locating suitable accomodations in the community.

STUDENT LOUNGE

The Institute provides a student lounge for the convenience of students. Included in the lounge is a snack area for sandwiches, candies, and soft drinks. Tables and chairs are provided so that students can relax during class breaks.

ATHLETICS

The Institute provides the opportunity for students to develop and participate in an athletic program. Funds are available to sponsor a team in any sport where there is sufficient interest to institute a program. Teams have been fielded in basketball in the past with teams participating both in intercollegiate and intramural programs.

STUDENT GOVERNMENT ASSOCIATION

The purpose of the Student Government Association at Carteret Technical Institute is to promote the general welfare of students, to foster a spirit of democracy and unity in all student activities, to better school-community relations, and to stimulate student participation in all phases of school functions.

All full-time students at the Institute are members of the Student Government Association. The Representative Assembly is composed of elected representatives from each curriculum. Officers of the Association are elected at large by the student body in the Fall Quarter.

The Constitution of the Student Government Association is printed in the Student Handbook. Each student should be thoroughly familiar with the Constitution and the Student Handbook.

STUDENT ORGANIZATIONS

Carteret Technical Institute makes every effort to surround students with activities and services conducive to intellectual growth and worthwhile use of leisure time. This is done to promote the general welfare of students, to foster a spirit of democracy and unity in all

student activities, to better school-community relations and to stimulate student participation in the above activities. In return, the student is expected to follow the established policies and devote his efforts to his personal improvement and the good of the institution.

The procedures for establishing student organizations are as follows:

1. Present a proposal to the representatives of the Student Government Association. This proposal should include the following:
 - A. Purpose, goals, and objectives of the proposed organization.
 - B. Membership requirements.
 - C. Internal structure of the proposed organization.
 - D. Tentative budget projected for one year of operation.
 - E. Evidence of the willingness of a faculty member to serve as an advisor to the organization.
2. The Student Government Association will consider this proposal, and make their recommendations to the Student Government Advisor who will present these recommendations to the Student Affairs Committee for final consideration.
3. An annual evaluation will be conducted by representatives of the Student Affairs Committee.

THE LEARNING RESOURCE CENTER

The Learning Resource Center has several areas of service which are: (1) the Library Area; (2) the Media Area; and (3) the Individualized Instruction Area. There are facilities for individual and group programmed study in all areas of the Learning Resource Center.

The center is located in spacious and well-lighted quarters designed to offer the best facilities for group and individual enrichment. Books and related media are available for each program offered at the Institute with additional general interest and reference materials.

Professionally trained personnel, clerical staff, and student assistants are available to help the students and faculty receive the greatest benefits from the Learning Resource Center. The center is open from 8:00 A.M. to 9:30 P.M. Monday through Thursday and from 8:00 A.M. to 3:30 P.M. on Friday.

It is recommended that all students familiarize themselves with the rules and regulations of this area. These rules are found in the LRC Handbook available in the Learning Resource Center.

CAMPUS REGULATIONS



CAMPUS REGULATIONS

PARKING

Abundant parking is available for students in the lot immediately in front of the building. No student parking is permitted in lots beside the building or along those curbs which are painted yellow.

SMOKING

Smoking is permitted in the student lounge, halls and on campus, but is prohibited in the classrooms, shops, and laboratories. Ash trays and receptacles are provided in those parts of the building where smoking is allowed, and students are expected to make use of those receptacles.

LITTER

Food and soft drinks are allowed only in the student lounge and the Cosmetology Department. Students are expected to leave these areas clean and to dispose of other litter in the wastebaskets throughout the building.

DRESS

Students are expected to dress appropriately for all occasions.

STUDENT CONDUCT

Students are expected to display the qualities of courtesy, respect and integrity that characterize the behavior of mature individuals and to abide by the rules and regulations established by the Institution. The violation of certain regulations will be considered a serious offense and may subject the student to disciplinary measures up to and including dismissal. Complete explanations of these regulations, along with procedures to be followed in disciplinary action and procedures to be followed by students wishing to appeal such action are set out in the Student Handbook.

CONTINUING EDUCATION



CONTINUING EDUCATION

GENERAL INFORMATION

Carteret Technical Institute offers a diversity of classes other than those offered in its regular curricula. The courses are taught at the Institute and in several communities. Individuals of post-high school age, regardless of their background training and experience, are welcomed and encouraged to participate in these classes.

In Extension classes, the Institute is able to offer the following:

Cultural Activities	Technical Education
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Firemanship Instruction	Trade Education
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Law Enforcement Instruction	Industry Training
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High School Equivalency Education	Literacy Education
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CLASS LOCATIONS

A number of adult classes are held on the Institute campus. Classes are also conducted in any community of the county whenever a sufficient number of students have indicated an interest.

COURSE SCHEDULING

Classes are scheduled when there is a sufficient demand for a particular course or courses and when facilities and a qualified instructor can be found. The Department of Continuing Education maintains a "Record of Inquiry" in which a list is kept of the names and addresses of people who express interest in a course or courses. This "Record on Inquiry" is one of the tools used in determining the schedule of the Continuing Education Department; however, other survey methods will be used in determining the educational needs and interests of the public, and results of these surveys will also influence class scheduling.

The Institute will publish and distribute a schedule of courses to be offered. Additional courses may be scheduled upon request. Persons wishing to take certain courses should call the Department of Continuing Education at Carteret Technical Institute (Phone: 726-1171) for personal interest or occupational educational classes.

Most courses are offered one to two evenings per week from 7:00 P.M. to 10:00 P.M., Monday through Friday.

INSTRUCTIONAL MATERIALS FEE

The tuition for evening and extension courses range from \$2 to \$10 per course. Tuition is payable to the Institute on the first class meeting. The tuition does not include the cost of textbooks, manuals, special tools or other items if needed in a course.

REGISTRATION

Registration is conducted on the first night of class. However, registration will be accepted anytime during the course, in certain courses.

CERTIFICATE OF ATTENDANCE

Upon request, a student will be awarded a certificate of attendance after successful completion of any extension course.

GENERAL ADULT EDUCATION

Under this program, the Institute may offer short courses on any level to assist adults in meeting their educational needs and the development of their cultural, intellectual and social tastes.

Within this program, interested persons may have the opportunity for job advancement, or they may start hobbies that will give them a great personal satisfaction.

Some of the courses that are offered are:

Wood Carving	Basic Sewing
Ceramics	Sketching
Voice	Oil Painting
Needlecrafts	

ADULT BASIC EDUCATION

Adult Basic Education is offered to any adult who has reached the age of eighteen (18) and is not enrolled in the public school who desires

to acquire the basic skills of reading, writing, and arithmetic.

Teaching the skills of communication to any undereducated individual eighteen (18) and over is the major purpose of the Adult Basic Education. These skills are not meaningful in isolation, so that materials used in these classes are designed especially for adults in terms of subject matter that has the adult interests in mind. For example, family budgeting is used to teach addition, subtraction, multiplication, division, computation with fractions and reading.

Instruction is individualized. The teacher and the student determine where the student is and where he wants to go. Instruction proceeds Level I (Adult Basic Education) is intended for the individual who has difficulty in reading, writing, and arithmetic. Level II (Adult Basic Education) is intended for the more advanced individual who has not achieved an eighth grade level of reading ability. At this level much emphasis is placed on arithmetic and the social living skills.

HRD AND MANPOWER DEVELOPMENT PROGRAM

In September of 1974 Human Resource Development became a component of Carteret Technical Institute. The primary purpose of this program is to provide pre-vocational and literacy training to the disadvantaged.

Instruction in the program allows the trainee to improve in oral and written communications, mathematics, basic science and social studies. The curriculum of this program is in a continuous state of modification through use and generally consists of related substance such as visits to plant sites, lectures from management, training in job related areas and behavioral training.

Eligibility for training in the Manpower Development Program is set forth by the North Carolina Employment Security Commission:

1. Must be at least 18 years of age.
1. Unemployed or underemployed.
3. Must be certified by the Employment Security Commission to be eligible for training allowance.
4. Must be head of a household.
5. Must be physically able to accept full-time employment.
6. Must meet criteria for disadvantaged person.

OCCUPATIONAL PROGRAM

The Occupational Program is primarily set up to assist employed adults to improve themselves in their occupational fields through upgrading and updating programs.

When enough students request a course, it is set up and run as long as the need exists.

Some of the courses that are offered are:

Real Estate

Net Making and Mending

Motorcycle Maintenance

SPECIAL SERVICES

Carteret Technical Institute in cooperation with the Department of Community Colleges offers specialized training and consulting services. These services are listed and explained below:

LAW ENFORCEMENT

Specialized courses are offered in the field of law enforcement to local sheriff and police departments.

FIRE SERVICE

Specialized training is given by the Institute to local organized and volunteer fire departments. This service is important to the maintenance of quality protection.

EMERGENCY MEDICAL SERVICES

This course of study is designed for rescue squads, firemen, ambulance services, and police to meet their emergency medical training needs.

HIGH SCHOOL EQUIVALENCY PROGRAM

The Department of Community Colleges in cooperation with the Department of Public Instruction has established procedures for adults to be issued their high school diploma by the local school board upon the recommendation from the Institute that a student has completed the prescribed course of study.

The time required to complete this course of study is determined by several factors such as: (1) the innate ability of the individual; and (2) individual initiative.

The equivalency preparation classes are offered to those individuals eighteen (18) and older who are not enrolled in the public schools who would like to prepare for passing the high school equivalency exam. This program is not as comprehensive as the high school diploma program, but it does fulfill employment requirements comparable to a high school diploma. Five major areas of academic pursuit are stressed here. They are: Mathematics, Science, English, Social Studies, and Reading.

After one has satisfactorily completed his studies in these five areas arrangements must be made with the Learning Laboratory Coordinator to take the final exams. There is no charge for this service. A favorable score will result in the State Board of Education awarding the student with a High School Equivalency Certificate.

There is no tuition fee or book fees for educational opportunities that are conducted under the heading of Adult Education (basic and high school completion).

Once a class is in progress additional students may be enrolled at any time.

EDUCATIONAL PROGRAMS



EDUCATIONAL PROGRAMS

GENERAL EDUCATION

East Carolina University - Carteret Technical Institute

ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAMS

Associate Degree Nursing
Business Administration
Criminal Justice - Protective Service Technology
Executive Secretary
General Office Technology
Radiologic Technology
Recreation Therapy

DIPLOMA PROGRAMS

Air-Conditioning and Refrigeration
Automotive Mechanics
Cosmetology
Electric Installation and Maintenance
Light Construction Trades
Marine Diesel Mechanics
Practical Nurse Education
Welding

CERTIFICATE PROGRAMS

Nurses' Assistant
Small Engine Repair

PREPARATORY STUDIES

Preparatory Technical
Preparatory Vocational

GENERAL EDUCATION PROGRAM



GENERAL EDUCATION PROGRAM

GENERAL STATEMENT

Through the cooperation of Carteret Technical Institute the Division of Continuing Education at East Carolina University offers a program of general education on the campus of Carteret Technical Institute. Through day and night classes conducted by East Carolina University faculty members, citizens of Carteret County and the surrounding area may complete general education courses by enrolling on a full-time or part-time basis. Credit earned in this program is classified as resident credit, the same as earned on the University campus in Greenville.

ADMISSION REQUIREMENTS

The minimum admission requirements are either an acceptable high school diploma or the high school equivalency certificate (G.E.D.). (The high school G.E.D. tests may be taken at the Institute. Those people who have not completed high school and who wish to take the tests should contact the Director of the Learning Resource Center, Carteret Technical Institute.) Recent high school graduates must provide College Entrance Examination Board (S.A.T.) scores reported directly from Educational Testing Service. Applications for the S.A.T. can be secured from high school guidance counselors or from the Office of Student Affairs at Carteret Technical Institute.

ADMISSION PROCEDURES

All official transcripts and applications should be forwarded to the Office of Student Affairs, Carteret Technical Institute, Post Office Box 849, Morehead City, North Carolina 28557, after following the procedures outlined.

- A. Students entering on the basis of a high school diploma should:
1. Submit an application for admission.
 2. Submit a transcript of the high school record or a copy of the G.E.D. certificate. (Individuals entering on the basis of the G.E.D. certificate must also submit a transcript of that portion of high school work completed.)

B. Transfer students from other colleges or universities must have a "C" average and must be eligible to return to the last school where they were enrolled. The student wishing to transfer must:

1. Submit an application for admission.
2. Submit a high school transcript or G.E.D. certificate. (Individuals entering on the basis of the G.E.D. certificate must also submit a transcript of that portion of high school work completed.)
3. Submit an official transcript from all colleges previously attended.

C. Admission of former East Carolina University students:

1. Students who have previously attended East Carolina University during the regular school year must be eligible to return.
2. Submit an application for admission, but no transcript will be necessary unless other colleges or universities have been attended since the last enrollment at East Carolina University.
3. Students who have attended summer school at East Carolina University on a provisional basis may also apply. Their application will be considered on the basis of their performance in summer school.

REQUIREMENTS FOR STUDENTS PLANNING TO TRANSFER TO THE CAMPUS PROGRAM

Beginning students must meet the following requirements if they desire to transfer to the East Carolina University campus program on the basis of credits earned at Carteret Technical Institute:

- A. Must have earned a minimum of 45 quarter hours of credit.
- B. Must have a "C" (2.0) average on all college credit attempted.
- C. Submit an application with the Dean of Admission of the University.

TRANSFER OF CREDITS TO OTHER INSTITUTIONS

Credits received through the Carteret Technical Institute Program are transferrable to any college or university which accepts

transfers from East Carolina University. Students who wish to transfer to some other institution should notify the Records Supervisor, Division of Continuing Education, East Carolina University, Greenville, N.C. 27834 for official transcripts.

CURRICULUM

Students who plan to complete their undergraduate degree at East Carolina University should consult the Undergraduate Catalog for complete information concerning degree requirements.

All candidates for baccalaureate degrees must meet the general education requirements listed below and all requirements of their major or major/minor program including specified cognate and supportive courses.

English	10 Q.H.
Science (Students must complete at least 8 hours of an introductory sequence in one science.)	12 Q.H.
Social Sciences	20 Q.H.
Mathematics	5 Q.H.
Humanities and Fine Arts (Select at least one course in Humanities and one course in Fine Arts)	15 Q.H.
Health and Physical Education	4 Q.H.

GENERAL EDUCATION COURSES OFFERED AT CARTERET TECHNICAL INSTITUTE

English

Remedial English	0 Q.H.
English 030	5 Q.H.
English 031	5 Q.H.

Science

Principles of Biology 070	4 Q.H.
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Principles of Biology 071	4 Q.H.
Perspectives in Biology 090	4 Q.H.
Biology of the Environment 095	4 Q.H.
Social Sciences	
History 050	5 Q.H.
History 051	5 Q.H.
Political Science 010	5 Q.H.
Sociology 110	5 Q.H.
Psychology 050	3 Q.H.
Mathematics	
Math 045 (General College Math)	0 Q.H.
Math 065 (College Algebra)	5 Q.H.
Humanities	
American Literature 170	3 Q.H.
Philosophy 001	3 Q.H.
Fine Arts	
Art 117 (Art Appreciation)	2 Q.H.
Music 120 (Music Appreciation)	2 Q.H.
Speech 119	3 Q.H.
Speech 217	3 Q.H.
Health	
Health 012	4 Q.H.

TUITION AND FEES

Tuition is charged at the rate of \$32 per quarter for an in-state student taking 12 or more credit hours or \$2.50 per credit hour for students taking less than 12 credit hours. Out-of-state tuition is \$137.50 per quarter for students enrolled for more than 12 credit hours or at the rate of \$11.45 per credit hour for students enrolled for less than 12 credit hours. A \$3.00 activity fee is assessed all students each quarter if enrolled for more than 12 credit hours. In addition a \$1.00 fee is charged each year for an identification card and parking sticker.

REGISTRATION

Registration is held at the Institute on one specified day at the beginning of each quarter. Students who were enrolled in the previous quarter will be given priority. Registration will then be open to others as space permits. No registration is permitted after the "Last Day to Register" listed on the announcement of courses to be offered for that quarter.

AUDITORS

Auditors are permitted in classes on a space available basis. An auditor must pay the same fee as students who register for credit. A student must decide at the time of registration whether he wishes to audit or enroll for credit. No changes can be made after this time. An auditor is not permitted to receive grades on written work or to take tests and examinations.

WITHDRAWALS

A student may withdraw from course(s) without penalty during the first twenty class days in the quarter or ten class days in the summer session, Saturdays excluded. A student wishing to withdraw during this prescribed period must notify in writing the director of the program. Withdrawal without penalty after this prescribed period will be permitted for only the most urgent and compelling reasons. Students should consult the East Carolina University Division of Continuing Education Bulletin for the procedure for withdrawal after the prescribed period and/or procedure of appeal. Failure to comply with proper withdrawal procedures will result in failure for the course(s).

COURSE LOAD

The maximum course load is eighteen quarter hours per regular term and ten quarter hours per summer session.

GRADES AND SCHOLARSHIP

A quality point system based upon all hours attempted at East Carolina University is used to calculate all student scholarship standing. The grades "A, B, C, D, F, and I" are used by the University. "A" is the highest grade given, "D" is the lowest passing grade, and "F" is a failing grade. The grade of "I" is given for a deficiency in quantity and not for a deficiency in quality of work. An incomplete must be removed during the next quarter in which the student is enrolled or it becomes a failure automatically. Incompletes must be removed and

reported to the Records Office at least two weeks prior to the end of the quarter. If the student does not return to school, the incomplete must be removed within one year or it automatically becomes an "F". An incomplete may not be removed by repeating the course.

EXPLANATION OF GRADES

A--Excellent; B--Good; C--Average; D--Barely Passing; F--Failed, course must be repeated to secure credit; I--Incomplete.

In terms of quality points, a grade of "A" earns 4 quality points per quarter hour; the grade of "B" earns 3 quality points per quarter hour; the grade of "C" earns 2 quality points per quarter hour; the grade of "D" earns 1 quality point per quarter hour. No quality points are given for a grade of "F". After the close of each term, grade reports are mailed to all students.

CLASS ATTENDANCE

Students are expected to attend all class meetings unless illness, military duties, or other emergencies prohibit. Attendance at 75 percent of the scheduled class meetings is mandatory.

TEXTBOOKS AND SUPPLIES

Students are required to purchase their textbooks. These are available in the Carteret Technical Institute Bookstore during registration and after classes begin during posted hours.

COUNSELING SERVICE

Students who are considering enrolling in courses should talk with the representative from East Carolina University and/or the Student Affairs Staff at Carteret Technical Institute about information concerning their program.

Counseling is available during registration periods and through the school year from 8:00 A.M. until 5:00 P.M., Monday through Friday in the Office of Student Affairs, Carteret Technical Institute.

**ASSOCIATE IN
APPLIED SCIENCE
DEGREE
PROGRAMS**



TECHNICAL PROGRAMS

COURSES OFFERED

Associate Degree Nursing

Business Administration

Criminal Justice and Protective Service Technology

Executive Secretary

General Office Technology

Radiologic Technology

Recreation Therapy

ADMISSION REQUIREMENTS

1. Must be at least eighteen years of age, or his high school class must have graduated.
2. Must be a high school graduate or equivalent.
3. Must complete tests where applicable.
4. A personal interview is required.

ADMISSION PROCEDURE

1. Submit completed application.
2. Have transcripts of all previous education mailed to the Institute.
3. Satisfy admission test requirements for selected programs.
4. Arrange for a personal interview when requested.
5. Submit medical form/questionnaire to the Institute.

ASSOCIATE DEGREE NURSING

PURPOSE OF CURRICULUM

The accelerated growth of population in North Carolina and rapid advancement in medical technology demands an increased number of adequately prepared personnel for health services.

The aim of the Associate Degree Nursing Program is to make available to qualified persons the opportunity to prepare for participation in the care of patients of all ages in various states of dependency and with a variety of illness conditions.

Throughout the program the student is expected to grow continuously in acquisition of knowledge and understanding related to nursing, the biological sciences, the social sciences, and in skills related to nursing practice, communications, interpersonal relations, and use of good judgment.

JOB DESCRIPTION

The Associate Degree nurse is prepared to identify nursing problems, select nursing action, and provide continuous care for the individual's total health needs. The nurse functions in hospitals, nursing homes, clinics, and doctor's offices. The AD nurse usually functions under supervision of a Baccalaureate Degree nurse and/or licensed physician.

Job requirements for the AD nurse include suitable personal characteristics, ability to adapt knowledge and understanding of nursing principles to a variety of situations, technical skills for performance of bedside nursing, appreciation for differences in people and for the worth of every individual, a desire to serve and help others, and readiness to conform to the requirements of nursing ethics and hospital policies.

ACADEMIC REQUIREMENTS

Successful completion of all courses with no nursing course grade lower than "C" and no other associated course grade lower than "D" is required before AD nursing students will be allowed to register for the succeeding quarter.

LICENSURE

Graduates of this program should be eligible to take the licensing examination given by the North Carolina Board of Nursing. A passing score entitles the individual to receive a license and to use the

legal title "Registered Nurse." The license must be renewed every 2 years. The Registered Nurse applies for licensure in other states on the basis of a satisfactory examination score in most cases, without repeating the examination.

ASSOCIATE DEGREE NURSING

CURRICULUM BY QUARTERS

			Theory	Lab	Quarter Hours Credit
FIRST QUARTER					
NUR	101	Nursing I	3	12	7
BIO	161	Anatomy and Physiology	4	2	5
CHM	101	Chemistry with Applied Physics	4	2	5
ENG	110	College Composition I	3	0	3
SSC	101	Orientation & Study Skills	1	0	1
			15	16	21
SECOND QUARTER					
BIO	153	Introduction to Microbiology	3	2	4
BIO	162	Anatomy and Physiology II	4	2	5
NUR	102	Nursing II	3	9	6
ENG	111	College Composition II	3	0	3
CHM	102	Biochemistry	3	0	3
			16	13	21
THIRD QUARTER					
NUR	103	Nursing III	3	16	8
NUR	110	Nutrition	2	0	2
NUR	120	Pharmacology	3	0	3
PSY	101	Introduction to Psychology	3	0	3
ENG	112	College Composition III	3	0	3
			14	16	19
FOURTH QUARTER					
NUR	104	Nursing IV	3	18	9
SOC	110	Principles of Sociology	3	0	3
PSY	201	Child Psychology	3	0	3
			9	18	15
FIFTH QUARTER					
NUR	105	Nursing V	3	24	11
PSY	202	Mental Hygiene	3	0	3
SOC	102	Courtship & Marriage	3	0	3
			9	24	17

			Theory	Lab	Quarter Hours Credit
SIXTH QUARTER					
NUR	106	Nursing VI	3	24	11
PHY	101	Introduction to Philosophy	3	0	3
HIS	152	American History	5	0	5
			11	24	19

SEVENTH QUARTER

NUR	107	Nursing VII	6	24	14
ENG	231	Public Speaking	3	0	3
			9	24	17

COURSE DESCRIPTION**FIRST QUARTER**

NUR 101 - Nursing I	3	12	7
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Introduction to role and function of the technical nurse with emphasis on meeting the needs common to all patients. Students have opportunities to acquire basic knowledge, skills, and attitudes necessary for principles of safety, comfort, and body mechanics in the care of the hospitalized patient. Prerequisite: ADN student.

BIO 161 - Anatomy and Physiology I	4	2	5
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Advanced course dealing with the structure and functions of the human body. The skeletal, muscular, nervous, endocrine, circulatory, digestive, urinary, and reproductive systems. Blood study and testing urinalysis dissection of representative vertebrate animals, and physiological experiments. Prerequisite: ADN Student.

CHM 101 -- Chemistry with Applied Physics	4	2	5
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A "Basic Science" course for the ADN curriculum intended to supply the nursing student a background in physics and general and organic chemistry as applicable to nursing practice. The student will consider concepts of matter and energy and applications thereof including atomic structure, kinetic molecular theory, states of matter, behaviour of fluids, electrolyte chemistry, and introductory organic chemistry. Prerequisite: ADN student.

ENG 110 - College Composition I	3	0	3
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Intensive study of practice in effective expository writing, includes a review of grammar and punctuation. Prerequisite: Satisfactory score on English placement test or satisfactory completion of ENG 100.

	Theory	Lab	Quarter Hours Credit
SSC 101 - Orientation and Study Skills	1	0	1

For all freshmen-level students. Intended to: Provide information about the community college and its resources; assist in developing sound study skills; and introduce the student to the world of work. Prerequisite: None.

SECOND QUARTER

BIO 153 - Introduction to Microbiology	3	2	4
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Study of current information about fundamentals of microbiology in such areas as types of microorganisms and their identification, sterilization and pathogenic organisms. Selected laboratory assignments to demonstrate these principles. Prerequisite: ADN Student.

BIO 162 - Anatomy and Physiology II	4	2	5
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A continuation of BIO 161. Prerequisite: BIO 161.

NUR 102 - Nursing II	3	9	6
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Continuation of NUR 101. Med-Surg disorders will be presented in three integrated problem solving areas: local and systemic skin problems, musculoskeletal disorders, and problems of the gastrointestinal system. Clinical experience will include practice in the skills taught in NUR 101 integrated with the nursing skills being presented in NUR 102. Prerequisite: NUR 101.

ENG 111 - College Composition II	3	0	3
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Continuation of the study of composition, emphasizing interpretation and evaluation of expository, narrative, and creative writing. Prerequisite: ENG 110.

CHM 102 - Fundamentals of Biochemistry	3	0	3
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A "basic science" course for the ADN curriculum introducing the living world at the molecular level. The student will consider and apply fundamental concepts of proteins, lipids, and carbohydrates; intermediary metabolism, enzyme chemistry and energy production; and transport processes in living cells. Prerequisite: CHM 101.

THIRD QUARTER

NUR 103 - Nursing III	3	16	8
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A continuation of the study and clinical practice of NUR 102. Problems of respiratory, cardiac, and renal systems including fluid and electrolyte imbalance are considered. Special emphasis is on general medical and surgical intervention. Nutrition and pharmacology aspects are also integrated. Prerequisite: NUR 102; Corequisites: Biochemistry, General Psychology.

	Theory	Lab	Quarter Hours Credit
NUR 110 - Nutrition	2	0	2

A foundation course in the study of nutrition and designed to provide the student with prerequisite knowledge for applying principles underlying diet modifications. Prerequisite: None

NUR 120 - Pharmacology	3	0	3
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A survey course providing a foundation and serving as a guide to increase the understanding of drugs and drug therapy. Course content is concurrent with teaching principles of administering medications orally, hypodermically, and intramuscularly. Prerequisites: NUR 101, NUR 102.

PSY 101 - Introduction to Psychology	3	0	3
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An introduction to the study of the fundamental principles of behavior personality, motivation, perception, and learning. Prerequisite: None.

ENG 112 - College, Composition III	3	0	3
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Further study of composition, emphasizing methods of research. Exploration of major fiction types. Prerequisite: ENG 111.

FOURTH QUARTER

NUR 104 - Nursing IV	3	18	9
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A continuation of NUR 103 with increasing clinical expectations regarding the emotional stresses of body imbalance, the anatomy and physiology of the body change with illness. Includes introduction to problems of the nervous system, endocrine imbalance and disorders of selected senses. Clinical practice, nutrition, and pharmacology are integrated into the course. Prerequisite: NUR 103.

SOC 110 - Principles of Sociology	3	0	3
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An introduction to sociology with emphasis on society and its institutions. Prerequisite: None.

PSY 201 - Child Psychology	3	0	3
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An in-depth study of the development of behavior and learning patterns in preadolescents. Prerequisites: None.

NUR 105 - Nursing V	3	24	11
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A study of the broad concepts and principles of nursing care common to the normal and abnormal conditions related to the child bearing cycle and the newborn. Family unit recognition is emphasized as the course progresses to care of the more seriously ill child. Nutrition and pharmacology are integrated in course content and clinical experience. Prerequisite: NUR 104.

	Theory	Lab	Quarter Hours Credit
PSY 202 - Mental Hygiene-Human Behavior	3	0	3

The study of the influences and dynamics of adjustment which affect a person's self concepts, motivation, social adjustment, and total mental health, concerning itself mainly with the prevention of mental illness. An introduction to group dynamics completes the course. Prerequisite: None.

SOC 102 - Courtship and Marriage	3	0	3
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Designed to introduce the student to critical thinking and empirical knowledge relative to both affective, moral, and physical considerations. Prerequisite: None.

SIXTH QUARTER

NUR 106 - Nursing VI	3	24	11
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The study and practice of the psychiatric aspects of nursing. Integrated are diet therapy, pharmacology, specific psychological disorders treatments, and nursing care. A study at a designated psychiatric facility is required. Prerequisite: NUR 105.

PHI 101 - Introduction to Philosophy	5	0	5
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A survey course designed to introduce the student to the basic problems of Western thought and the philosophical systems dealing with these problems, including their historical development. Prerequisite: None.

HIS 152 - United States History II	5	0	5
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A survey of the history of the United States following the Civil War. Emphasis on economic development and rise of the United States as a world power. Prerequisite: None.

SEVENTH QUARTER

NUR 107 - Nursing VII	6	24	14
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Continuation of the same problem areas that began in 101 with incorporation of more serious aspects of nursing care as in intensive care and emergency problems, complexity of difficulty compound problems of illness. Emphasis is placed on self-direction of the student, quality nursing care, and team leadership. Prerequisite: NUR 106.

ENG 231 - Public Speaking	3	0	3
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A basic course in public speaking designed to give the student the poise and confidence necessary for thinking and speaking freely before an audience. Emphasis on the gathering and organizing of speech material and to oral presentation. Required of technical students; elective for college transfer students. Prerequisite: ENG 102 or ENG 103.

BUSINESS ADMINISTRATION

PURPOSE OF CURRICULUM

In North Carolina the opportunities in business are increasing. With the increasing population and industrial development in the state, business has become more competitive. The Business Administration Curriculum is designed to prepare the student for employment in one of many occupations common to business. Training is aimed at preparing the student in every phase of administrative work that might be encountered in the average business. Objectives of this curriculum are to develop an understanding of the principles of organization and management in business operations, effective communications for business, and human relations as they apply to the successful operations in the rapidly expanding business economy.

JOB DESCRIPTION

The graduate of the Business Administration Curriculum may enter a variety of careers from beginning sales person to office manager trainee. The duties and responsibilities of this graduate may include: making up and filing reports, tabulating and posting data in various books, sending out bills, checking calculations, adjusting complaints, operating various office machines, and assisting managers in supervising. Positions are available in businesses such as advertising, banking, credit, finance, retailing, wholesaling, hotel, tourist, travel industry, insurance, transportation, and communications.

BUSINESS ADMINISTRATION

CURRICULUM BY QUARTERS

			Theory	Lab	Quarter Hours Credit
FIRST QUARTER					
ENG	101	English I	3	0	3
BUS	110	General Math	3	0	3
BUS	101	Introduction to Business	3	0	3
ECO	102	Economics I	3	0	3
BUS	102	Typing I	3	2	4
PSY	112	Personality Development	3	0	3
			18	2	19

			Theory	Lab	Quarter Hours Credit
SECOND QUARTER					
ENG	102	English II	3	0	3
MAT	113	Business Math	3	0	3
BUS	120	Accounting I	5	2	6
ECO	104	Economics II	3	0	3
BUS	103	Typing II	3	2	4
			17	4	19
THIRD QUARTER					
ENG	103	English III	3	0	3
BUS	121	Accounting II	5	2	6
BUS	115	Business Law I	3	0	3
BUS	110	Office Machines	3	2	4
EDP	104	Introduction to Data Processing	3	0	3
			17	4	19
FOURTH QUARTER					
ENG	204	Oral Communication	3	0	3
BUS	229	Taxes	3	0	3
ECO	105	Consumer Economics	3	0	3
BUS	235	Business Management	3	0	3
BUS	116	Business Law II	3	0	3
		Elective	3	0	3
			18	0	18
FIFTH QUARTER					
BUS	213	Business Communication	3	0	3
BUS	191	Topical Problems in Business	3	0	3
PSY	202	Psychology	3	0	3
BUS	239	Marketing	3	2	4
		Elective	3	0	3
			15	2	16
SIXTH QUARTER					
BUS	271	Office Management & Supervision	3	0	3
BUS	232	Promotion Development	3	2	4
BUS	247	Insurance	3	0	3
SOC	202	Sociology	3	0	3
BUS	124	Finance	3	0	3
			15	2	16
BUS	216	Office Simulation may be used as a substitute for BUS 271 and			
BUS	232.				

	Theory	Lab	Quarter Hours Credit
COURSE DESCRIPTION			
FIRST QUARTER			
ENG 101 - English I	3	0	3
Designed to aid the student in the improvement of self-expression in grammar. The approach is functional with emphasis on grammar, diction, sentence structure, punctuation, and spelling. Intended to stimulate students in applying the basic principles of English grammar in their day-to-day situations in industry and social life. Students may be exempted from this course and receive credit for it by passing a proficiency test. Prerequisite: None.			
BUS 110 - General Math	3	0	3
A general review of fundamental mathematics including mathematical operations on fractions and decimals with applications in percentage problems. Students may be exempted from this course and receive credit for it by passing a proficiency test. Prerequisite: None.			
BUS 101 - Introduction to Business	3	0	3
A survey of the business world with particular attention devoted to the structure of various types of business organizations, methods of financing, internal organizations, and management. Prerequisite: None.			
ECO 102 - Economics I	3	0	3
The fundamental principles of economics including the institutions and practices by which people gain a livelihood. Included is a study of the laws of supply and demand and the principles bearing upon production, exchange, distribution, and consumption both in relation to the individual enterprise and to society at large. Prerequisite: None.			
BUS 102 - Typing I	3	2	4
Introduction to the touch typewriting system with emphasis on correct techniques, mastery of the keyboard, simple business correspondence, tabulation, and manuscripts. Students may be exempted from this course and receive credit for it by passing a proficiency test. Prerequisite: None.			
PSY 112 - Personal Development	3	0	3
A study of the psychological approach to understanding human behavior, designed to help the student recognize the importance of the physical, intellectual, social and emotional dimensions of personality. Attention is given to applications of these topics to problems of study, self-understanding and adjustments to the demands of society. Prerequisite: None.			

SECOND QUARTER

ENG 102 - English II	3	0	3
Designed to aid the student in the improvement of written			

	Theory	Lab	Quarter Hours Credit
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self-expression. Emphasis is on the organization and clear presentation of ideas. Focuses on the sentence and the paragraph with an introduction to the whole composition. Contains additional work in grammar where needed. Prerequisite: ENG 101.

MAT 113 - Business Math	3	0	3
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This course applies fundamentals learned in MAT 110 to payrolls, inventories, price marking, interest and discounts, commissions, taxes and other business related problems. Prerequisite: MAT 110.

BUS 120 - Accounting I	5	2	6
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Principles, techniques and tools of accounting, for understanding of the mechanics of accounting. Collecting, summarizing, analyzing, and reporting information about service and mercantile enterprises, to include application of the principles learned. Prerequisite: MAT 110.

ECO 104 - Economics II	3	0	3
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Greater depth in principles of economics, including a penetration into the composition and pricing of national output, distribution of income, international trade and finance, and current economic problems.

BUS 103 - Typing II	3	2	4
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Instruction emphasizes the development of speed and accuracy with further mastery of correct typewriting techniques. These skills and techniques are applied in tabulation, manuscript, correspondence, and business forms. Prerequisite: BUS 102 or equivalent. Speed requirement 30 words per minute for three minutes.

THIRD QUARTER

ENG 103 - English III	3	0	3
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Further work in organization and presentation of ideas in the whole composition. Special study of reports appropriate to the student's curriculum. Continued emphasis of basic grammar and composition skills where necessary. Prerequisite: ENG 102.

BUS 121 - Accounting II	5	2	6
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Partnership and corporation accounting including a study of payroll, federal and state taxes. Emphasis is placed on the recording, summarizing, and interpreting data for management control rather than on bookkeeping skills. Accounting services are shown as they contribute to the recognition and solution of management problems. Prerequisite: BUS 120.

BUS 115 - Business Law I	3	0	3
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A general course designed to acquaint the student with certain fundamentals

	Theory	Lab	Quarter Hours Credit
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and principles of business law, including contracts, negotiable instruments, and agencies. Prerequisite: None.

BUS 110 - Office Machines	3	2	4
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Students will receive training in techniques, processes, operation, and application of the ten-key adding machine, electronic calculator, rotary calculator, printing calculator, and full keyboard adding machine. Prerequisite: MAT 110.

EDP 104 - Introduction to Data Processing	3	0	3
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A study of the fundamental concepts and operational principles of data processing system. They are represented as an aid in developing a basic knowledge of computers as a prerequisite to the detailed study of a particular system. This course also provides a general knowledge of computing systems and is a prerequisite for all programming courses. Prerequisite: None.

FOURTH QUARTER

ENG 204 - Oral Communication	3	0	3
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A study of basic concepts and principles of oral communications to enable the student to communicate with others. Emphasis is placed on the speaker's attitude, improving diction, voice, and the application of particular techniques of theory to correct speaking habits and to produce effective oral presentation. Particular attention given to conducting meetings, conferences, and interviews. Prerequisite: ENG 101.

BUS 228 - Taxes	3	0	3
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Application of federal and state taxes to various businesses and business conditions. A study of the following taxes: income, payroll, intangible, capital gains, sales and use, excise, and inheritance. Prerequisite: Bus 121.

ECO 105 - Consumer Economics	3	0	3
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This course is designed to help the student in handling his personal finances. The course involves a study of personal financial problems in such areas as housing, budgeting, loans, banking, taxes, credit, and insurance. Prerequisite: MAT 110.

BUS 235 - Business Management	3	0	3
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Principles of business management including overview of major functions of management, such as planning, staffing, controlling, directing, and financing. Clarification of the decision-making function. Role of management in business-qualifications and requirements. Prerequisite: None.

BUS 116 - Business Law II	3	0	3
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Includes the study of laws pertaining to bailments, sales, risk-bearing,

	Theory	Lab	Quarter Hours Credit
partnership-corporation, mortgages, and property rights. Prerequisites: BUS 115.			
Elective	3	0	3

FIFTH QUARTER

BUS 213 - Business Communication	3	0	3
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Develops skills in techniques in writing business communications. Emphasis is placed on writing action-getting sales letters and business reports; summaries of business conferences; and letters involving credit, collection, adjustment, complaint, orders, acknowledgement, remittances, and inquiry. Prerequisite: ENG 102.

BUS 191 - Topical Problems in Business	3	0	3
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This course is designed to encourage the student to observe day-to-day current business events. Economic theories and social problems related to businesses are studied. Student participation in the discussion of these issues is required. Prerequisite: BUS 101.

PSY 202 - Psychology	3	0	3
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Designed to introduce the underlying principles of behavior to beginning students; to acquaint the student with the basic fields of psychology, their related concepts, and important people in the field.

BUS 239 - Marketing	3	0	3
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A general survey of the field of marketing, with a detailed study of the functions, policies, and institutions involved in the marketing process. Prerequisite: None.

Elective	3	0	3
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SIXTH QUARTER

BUS 271 - Office Management and Supervision	3	0	3
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Presents the fundamental principles of office management. Emphasis on the role of office management including its functions, office automation, planning, controlling, organizing and actuating office problems. Prerequisite: None.

BUS 232 - Promotion Development	3	2	4
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This course presents promotion as a part of marketing strategy. It includes the study of consumer behavior, personal selling, advertising, communication and promotion management. Prerequisite: None.

	Theory	Lab	Quarter Hours Credit
BUS 247 - Insurance	3	0	3

The purpose of this course is to give the student a basic understanding of the various types of insurance. The student studies the fundamentals of insurance contracts, major property and liability contracts, and life and health insurance. The student will be able to apply the knowledge gained in this course in his business and in his private life. Prerequisite: None.

SOC 202 - Sociology	3	0	3
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This course, through the use of a reader and current periodicals, studies the nature, extent, causes, and consequences of social problems in contemporary society with emphasis given to problems of work, delinquency and crime, mental illness, race relations, poverty, population, and war. Prerequisite: None.

BUS 124 - Finance	3	0	3
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Financing federal, state and local government and the ensuing effects upon the economy. Factors affecting the supply of funds, monetary and credit policies. Prerequisite: None.

BUS 216 - Office Simulation	2	10	7
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This course is a full-scale office simulation for second year students only. The students operate a model office and perform as office employees. By actually conducting the many business operations such as buying, selling, bookkeeping, and tax work, the student has an opportunity to develop an understanding of the overall office operation and how each part is dependent upon the other. The simulation covers the three office systems that are central to any office operation: sales, purchasing, and cash control. Prerequisite: Open only to sixth quarter students.

CRIMINAL JUSTICE -PROTECTIVE SERVICE TECHNOLOGY

PURPOSE OF CURRICULUM

Criminal Justice-Protective Service Technology is a program that covers law enforcement, security services, and corrections. In the last decade these specialty areas have evolved into highly complex professions requiring a variety of skills and special knowledge in criminal law, counseling, surveillance, criminalistics, psychology, and sociology.

This curriculum is designed with a core of courses to afford the student the opportunity to acquire basic skills and knowledge and then to specialize in one of three areas. The law enforcement option provides an opportunity for specialized study in such areas as criminal law, criminalistics, criminal investigation, and traffic enforcement. The security services option provides an opportunity for specialized study in such arts as surveillance, security systems, accident investigation, fire prevention, and common carrier protection. The correction option provides an opportunity for specialized study in such areas as counseling, administration of confinement facilities, correction law, rehabilitation, paroles, probation, and pardons.

CAREER OPPORTUNITIES

The Criminal Justice-Protective Service Technology program of study enables a graduate to acquire a position in the field of law enforcement, security services, or correction. Currently there is a demand for dedicated men and women in all of these areas.

Law enforcement agencies are in need of trained professionals. A law enforcement graduate can find employment with law enforcement agencies as an officer, administrator, special investigator, laboratory technician, communication expert, or in research.

CRIMINAL JUSTICE-PROTECTIVE SERVICE TECHNOLOGY

CURRICULUM BY QUARTERS

			Theory	Lab	Quarter Hours Credit
FIRST QUARTER					
ENG	101	English I	3	0	3
MAT	133	Criminal Justice Mathematics	5	0	5

			Theory	Lab	Quarter Hours Credit
CJC	101	Introduction to Criminal Justice	5	0	5
PSY	150	Interpersonal Relationships	3	0	3
			16	0	16

SECOND QUARTER

ENG	102	English II	3	0	3
POL	102	The National Government	3	0	3
PSY	151	Applied Psychology in Human Relations	3	0	3
CJC	115	Criminal Law	3	0	3
CJC	102	Criminology	5	0	5
			17	0	17

THIRD QUARTER

ENG	103	English III	3	0	3
POL	103	State and Local Government	3	0	3
CJC	125	Due Process	5	0	5
CJC	110	Juvenile Delinquency	5	0	5
HEA	119	First Aid	2	0	2
			18	0	18

LAW ENFORCEMENT OPTION**FOURTH QUARTER**

ENG	204	Oral Communications	3	0	3
CJC	212	Drugs	3	2	4
CJC	210	Criminal Investigation	5	0	5
CJC	206	Community Relations	3	0	3
CJC	216	Advanced Criminal Law	3	0	3
			17	2	18

FIFTH QUARTER

CHM	101	Chemistry	4	2	5
CJC	201	Motor Vehicle Law	3	0	3
CJC	217	Patrol Procedures	3	0	3
CJC	205	Evidence	5	0	5
		Elective	3	0	3
			18	2	19

SIXTH QUARTER

CJC	211	Criminalistics	4	3	5
CJC	220	Police Organizations and Administration	5	0	5
CJC	208	Crime Scenes--Collection and Preservation of Evidence	2	2	3
CJC	202	Traffic Enforcement	3	0	4
		Elective	4	0	4
			18	5	20

			Theory	Lab	Quarter Hours Credit
CORRECTION OPTION					
FOURTH QUARTER					
ENG	204	Oral Communications	3	0	3
CJC	212	Drugs	3	2	4
SOC	111	Social Problems	3	0	3
PSY	229	Abnormal Psychology	3	0	3
CJC	206	Community Relations	3	0	3
		Elective	4	0	4
			19	2	20

FIFTH QUARTER

CJC	203	Correction	3	0	3
PSY	103	Adolescent Psychology	3	0	3
CJC	207	Confinement Facilities			
		Administration	3	0	3
CJC	209	Correction Law	3	0	3
CJC	230	Counseling	3	0	3
CJC	234	Community-Based Corrections	3	0	3
			18	0	18

SIXTH QUARTER

CJC	223	Correction Counseling	3	2	4
CJC	204	Paroles, Probation, and			
		Pardons	3	0	3
CJC	224	Rehabilitation	3	0	3
CJC	250	Mental Retardation	3	0	3
CJC	221	Correction Administration	3	0	3
		Elective	3	0	3
			18	2	19

SECURITY SERVICES OPTION**FOURTH QUARTER**

ENG	204	Oral Communications	3	0	3
CJC	212	Drugs	3	2	4
ENG	204	Oral Communications	3	0	3
CJC	212	Drugs	3	2	4
SOC	111	Social Problems	3	0	3
PSY	229	Abnormal Psychology	3	0	3
CJC	206	Community Relations	3	0	3
		Elective	3	0	3
			18	2	19

				Theory	Lab	Quarter Hours Credit
FIFTH QUARTER						
CJC	240	Security Systems		5	0	5
CJC	241	Property Control		3	0	3
CJC	242	Common Carrier Protection		3	0	3
CJC	243	Industrial Accident Investi- gation and Reporting		3	0	3
CJC	244	Civil and Criminal Legal Responsibility		3	0	3
				17	0	17

SIXTH QUARTER

CJC	245	Electronic Detection and Polygraph		5	0	5
CJC	246	Security Investigation		3	0	3
CJC	247	Retail Security		3	0	3
CJC	248	Fire Prevention and Security		3	0	3
CJC	249	Surveillance Techniques Elective		3	0	3
				20	0	20

COURSE DESCRIPTION

FIRST QUARTER

ENG 101 - English I	3	0	3
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Designed to aid the student in the improvement of self-expression in grammar. The approach is functional with emphasis on grammar, diction, sentence structure, punctuation, and spelling. Intended to stimulate students in applying the basic principles of English grammar in their day-to-day situations in industry and social life.

MAT 133 - Criminal Justice Mathematics	5	0	5
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The math principles presented are designed to meet the needs of the criminal justice-protective service professional. Topics studied are formulas, logarithms, right triangle trigonometry, graphing, and statistics in relation to applications for VASCAR, breathalyzer, radar, and other such devices.

CJC 101 - Introduction to Criminal Justice	5	0	5
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This course is designed to familiarize the student with a philosophy and history of law enforcement, its legal limitations in our society, the primary duties and responsibilities of the various agencies in the criminal justice field, the basic processes of justice, and evaluation of law enforcement's current position, and an orientation relative to the profession as a career.

	Theory	Lab	Quarter Hours Credit
PSY 150 - Interpersonal Relationships	3	0	3

A framework for understanding the self, other people, and communications or transactions between people, including those manifesting deviant behavior. Each student will do a self-analysis and, if he wishes set up a goal to accomplish for himself during the course. The primary focus of the course is personal growth with some attention given to communication between the student and his clients.

SECOND QUARTER

ENG 102 - English II	3	0	3
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Designed to aid the student in the improvement of self-expression in business and technical composition. Emphasis is on the sentence, paragraph, and whole composition.

POL 102 - The National Government	3	0	3
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English and colonial background, the articles of confederation and the framing of the federal constitution. The nature of the federal union, state rights, federal powers, political parties. The general organization and functioning of the national government.

PSY 151 - Applied Psychology in Human Relations	3	0	3
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A study of a theory of the interaction process. The course will focus on the development of skills of interaction which facilitate self-understanding on the client's part and a productive relationship between student and his client. These skills will be appropriate for crisis intervention. There will be opportunities to practice these skills through role playing.

CJC 102 - Criminology	5	0	5
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A general course designed to introduce the student to the causation of crime and delinquency. The historical and contemporary aspects of crime, law enforcement, punishment, and correctional administration will be discussed.

CJC 115 - Criminal Law	3	0	3
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A course designed to present a basic concept of criminal laws and to provide a legal groundwork for those who seek to enter the criminal justice field.

THIRD QUARTER

ENG 103 - English III	3	0	3
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A study of basic concepts and principles of oral communications to enable the student to communicate with others. Emphasis is placed on the speaker's attitude, improving diction, voice, and the application of particular techniques

	Theory	Lab	Quarter Hours Credit
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of theory to correct speaking habits and to produce effective oral presentation. Particular attention given to conducting meetings, conferences, and interviews.

POL 103 - State and Local Government	3	0	3
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A study of state and local government, state-federal interrelationships, the functions and prerogatives of the branches. Problems of administration, legal procedures, law enforcement, police power, taxation, revenues, and appropriations. Special attention will be given to North Carolina.

CJC 125 - Due Process	5	0	5
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This course is designed to provide the student with a review of court systems; procedures from incident to final disposition; principles of constitutional, federal, state, and civil laws as they apply to and affect law enforcement.

CJC 110 - Juvenile Delinquency	5	0	5
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General survey of juvenile delinquency as an individual and social problem, theories of delinquency, causation, and methods of correction and prevention. The course will present a general overview of the juvenile court.

HEA 119 - First Aid	2	0	2
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This course is designed to prepare a student for certification by the American Red Cross in first aid. Course will cover those areas pertinent to first aid needs for personnel in the fields of criminal justice-protective service.

LAW ENFORCEMENT OPTION

FOURTH QUARTER

ENG 204 - Oral Communication

The fundamentals of English are utilized as a background for the organization and techniques of modern report writing. Exercises in developing typical reports, using writing techniques, and graphic devices are completed by the students. Practical application in the preparation of a full-length report is required of each student at the end of the term. This report must have to do with something in his chosen curriculum.

CJC 212 - Drugs	3	2	4
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This course is designed to prepare the student to identify and classify drugs. Emphasis will be placed on the investigation techniques and effects of drugs on the human body as they relate to a profession in criminal justice-protective service.

	Theory	Lab	Quarter Hours Credit
CJC 210 - Criminal Investigation	3	0	5
This course introduces the student to fundamentals of investigation; crime scene search; recording, collection, and preservation of evidence; sources of information; interview and interrogation, case preparation, and court presentation.			
CJC 206 - Community Relations	3	0	3
This course will provide the student with an understanding of community structures as they relate to minority groups, peer groups, socioeconomic groups, leader groups, and group relations. Emphasis will be placed on the organization and function of these groups as they relate to the profession of criminal justice-protective service.			
CJC 216 - Advanced Criminal Law	3	0	3
A continuation of Criminal Law I which presents a basic concept of criminal law and creates an appreciation of the rules under which one lives in our system of government. Primary emphasis will be placed on North Carolina law. Prerequisite: CJC 115.			
CHM - Chemistry	4	2	5
Study of the physical and chemical properties of substances, chemical changes; elements, compounds, gases, chemical combinations; weights and measurements; theory of metals; acids, bases, salts, solvents, solutions, and emulsions. In addition, study of carbohydrates, electrochemistry, electrolytes, and electrolysis in their application of chemistry to industry.			
CJC 201 - Motor Vehicle Law	3	0	3
A study of the traffic enforcement codes with primary emphasis placed on North Carolina law as it relates to motor vehicles.			
CJC 217 - Patrol Procedures	3	0	3
This course defines the purposes of patrols and describes the types of patrols. It explains the operation of police vehicles on patrol, answering calls--emergency and non-emergency and felony in progress. It provides the student the opportunity to develop powers of perception, and observation concerning persons, places and things. Safe driving techniques and uses of equipment are presented.			
CJC 205 - Evidence	3	0	3
Instruction covers the kinds and degrees of evidence and the rules governing the admissibility of evidence in court.			

	Theory	Lab	Quarter Hours Credit
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SIXTH QUARTER

CJC 211 - Criminalistics	4	3	5
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An introduction to the forensic aspects of police science. The subject matter concentrates on the procedures to be undertaken in the crime lab. Emphasis is placed on fulfilling all legal requirements regarding the handling and evaluation of physical evidence. All students participate in a crime scene and the investigation of all evidence pertaining to the crime.

CJC 220 - Police Organization and Administration	5	0	5
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Introduction to principles of organization and administration, discussion of the service functions, e.g., personnel management, police management, training, communications, records, property maintenance, and miscellaneous services.

CJC 208 - Crime Scenes--Collection and Preservation of Evidence	2	2	3
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This course is designed to familiarize the student with the importance of identifying types of evidence at a crime scene, to teach him to properly mark the evidence, and how to establish a legal chain of evidence. The student is instructed in the various ways of preserving and packaging evidence for shipment to a crime lab.

CJC 202 - Traffic Enforcement	3	0	3
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A study which covers the history of the traffic enforcement problems and gives an overview of the problem as it exists today. Attention will be given to the three E's (enforcement, evaluation, effectiveness) and legislation, the organization of the traffic unit, the responsibilities to the traffic function of the various units within the law enforcement agency, enforcement tactics, evaluation of the traffic program effectiveness and the allocation of men and materials. Accident investigation is stressed.

CORRECTION OPTION

FOURTH QUARTER

ENG 204 - Oral Communication	3	0	3
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The fundamentals of English are utilized as a background for the organization and techniques of modern report writing. Exercises in developing typical reports, using writing techniques, and graphic devices are completed by the students. Practical application in the preparation of a full-length report is required of each student at the end of the term. This report must have to do with something in his chosen curriculum.

	Theory	Lab	Quarter Hours Credit
CJC 212 - Drugs	3	2	4

This course is designed to prepare the student to identify and classify drugs. Emphasis will be placed on the investigation techniques and effects of drugs on the human body as they relate to a profession in criminal justice-protective service.

SOC 102 - Social Problems	3	0	3
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The student will be prepared to deal with social problems as they exist in our society today. Emphasis will be placed upon social problems that exist within a correctional facility.

PSY 229 - Abnormal Psychology	3	0	3
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A study of the symptoms, contributing factors, treatment and outcomes of the mentally ill and mentally defective as well as maladjusted, antisocial persons. Classifications and nomenclature of psychoneurosis, psychoses, and other illnesses are discussed.

CJC 206 - Community Relations	3	0	3
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This course will provide the student with an understanding of community structures as they relate to minority groups, peer groups, socioeconomic groups, leader groups, and group relations. Emphasis will be placed on the organization and function of these groups as they relate to the profession of criminal justice-protective service.

FIFTH QUARTER

CJC 203 - Correction	5	0	5
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An examination of the total correctional process from law enforcement through the administration of justice, probation, prisons and correctional institutions, and parole. This course will provide a history and philosophy in the field of correction.

PSY 103 - Adolescent Psychology	3	0	3
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A study of the nature and source of the problems of adolescents in western culture; physical, emotional, social, intellectual, and personality development of adolescents.

CJC 207 - Confinement Facilities Administration	3	0	3
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This course is designed to familiarize the student with the supervision and administration of confinement facilities involving techniques of inmate supervision, security, medical care of prisoners, food preparation, sanitation, and various legal aspects controlling detention facilities, correctional institutions, and jails.

	Theory	Lab	Quarter Hours Credit
CJC 209 - Correction Law	3	0	3

This course is designed to familiarize the student with the specific laws as they pertain to correction, care, custody and control.

CJC 230 - Counseling		0	3
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This course is designed to present the basic elements of counseling. The basic elements will be applied to the different socioeconomic groups in our society.

CJC 234 - Community-Based Correction	3	0	3
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Community resources that can be utilized in the correctional process are examined such as vocational rehabilitation, alcoholic detoxification and other units, welfare services, child guidance and mental health clinics, employment services, private volunteer, professional assistance, legal aid, and other pertinent services.

SIXTH QUARTER

CJC 223 - Correction Counseling	3	2	4
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This course is designed to provide the student with information pertaining to counseling techniques as they apply to the needs of a correction officer. Time is provided for role playing and other practical techniques.

CJC 204 - Paroles, Probation, and Pardons	3	0	3
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Probation as a judicial process and parole as an executive function are examined as community-based correctional programs and the use of pardons is reviewed.

CJC 224 - Rehabilitation	3	0	3
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This course is designed to provide the student with the opportunity to explore the different avenues of rehabilitation. The new and innovative techniques of rehabilitation will be emphasized as they relate to successful methods.

CJC 250 - Mental Retardation	3	0	3
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This course is designed to provide the student with the opportunity to acquire an understanding of the mentally retarded person in terms of the individual's behavior as it relates to confinement.

CJC 221 - Correction Administration	3	0	3
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Emphasis is placed on the principles of administration in the correctional setting including budgeting and financial control, recruitment and development of staff, administrative decision making, public relations, and other correctional administrative functions.

Quarter
Hours
Credit

Theory

Lab

SECURITY SERVICES OPTION

FOURTH QUARTER

ENG 204 - Oral Communications	3	0	3
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The fundamentals of English are utilized as a background for the organization and techniques of modern report writing. Exercises in developing typical reports, using writing techniques, and graphic devices are completed by the students. Practical application in the preparation of a full-length report is required of each student at the end of the term. This report must have to do with something in his chosen curriculum.

CJC 212 - Drugs	3	2	4
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This course is designed to prepare the student to identify and classify drugs. Emphasis will be placed on the investigation techniques and effects of drugs on the human body as they relate to a profession in criminal justice-protective service.

SOC 111 - Social Problems	3	0	3
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The student will be prepared to deal with social problems as they exist in our society today. Emphasis will be placed upon social problems that exist within a correctional facility.

PHY 229 - Abnormal Psychology	3	0	3
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A study of the symptoms, contributing factors, treatment and outcomes of the mentally ill and mentally defective as well as maladjusted, anti-social persons. Classifications and nomenclature of psychoneurosis, psychoses, and other illnesses are discussed.

CJC 206 - Community Relations	3	0	3
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This course will provide the student with an understanding of community structures as they relate to minority groups, peer groups, socioeconomic groups, leader groups, and group relations. Emphasis will be placed on the organization and function of these groups as they relate to the profession of criminal justice-protective service.

FIFTH QUARTER

CJC 240 - Security Systems	5	0	5
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This course is designed to introduce the student to an overview of the total security concept. The topic is broken down into industrial, commercial, and retail security.

	Theory	Lab	Quarter Hours Credit
CJC 241 - Property Control	3	0	3

This course is designed to provide the student with an understanding of the physical layout and control procedures of industrial, commercial, and retail facilities. Methods of protection such as electrical gates, magnetic passes, perimeter lighting, alarm systems, fencing, and other means of protection are covered.

CJC - Common Carrier Protection	3	0	3
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This course is designed to provide the student with an understanding of various common carrier functions. Effective control measures such as bills of lading, waybills, notices of shipment, and free astray forms are presented as they relate to the security officer's function. ICC regulations as they relate to company policies and state laws are covered.

CJC - Industrial Accident Investigation and Reporting	3	0	3
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This course is designed to present techniques and procedures that will enable the security officer to adequately investigate an industrial accident and report relevant facts important to the investigation. Familiarization with pertinent phraseology and terms is stressed.

CJC 244 - Civil and Criminal Legal Responsibility	3	0	3
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This course emphasizes the civil and criminal legal responsibility of security personnel. It involves control and supervision of company property including entries and exists. It stresses the legal liability of the individual and of the company.

SIXTH QUARTER

CJC 245 - Electronic Detection and Polygraph	5	0	5
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This course is designed to provide the student with an understanding of electronic detection devices and equipment. It stresses the legal aspects limiting their use. The use of the polygraph as an investigative aid is covered.

CJC 246 - Security Investigation	3	0	3
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This course is designed to familiarize the student with utilization of personnel security questionnaires and other sources of background data to assure complete investigations. Familiarization with investigative techniques and procedures are emphasized.

CJC 247 - Retail Security	3	0	3
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This course is designed to familiarize the student with information concerning all aspects of retail security protection. Internal safeguards including employee and customer activities are covered.

	Theory	Lab	Quarter Hours Credit
CJC 248 - Fire Prevention and Security	3	0	3

This course presents information on the different types of fires and their prevention. Types of fire extinguishers and fire alarm systems are presented. Methods of organizing and training fire brigades are stressed.

CJC 249 - Surveillance Techniques	3	0	3
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This course is designed to cover all types of surveillance techniques and the use of the surveillance equipment. Emphasis is placed on loss prevention in relation to employee and customer activities in industrial, commercial, and retail settings.

EXECUTIVE SECRETARY

PURPOSE OF CURRICULUM

The purpose of the Executive Secretary Curriculum is to provide students with training in the accepted procedures required by the business world. The demand for better qualified secretaries in our ever-expanding business world is becoming more acute. The purpose of this program is to give students the necessary secretarial training in typing, dictation, transcription, and terminology for employment. The special training in secretarial subjects is supplemented by related courses in mathematics, accounting, business law, and personality development.

JOB DESCRIPTION

The graduate of the Executive Secretary Curriculum may be employed as a stenographer or a secretary. Stenographers are primarily responsible for taking dictation and transcribing letters, memoranda, and reports. The secretary, in addition to taking dictation and transcribing, is given more responsibility in connection with meeting office callers, screening telephone calls, and assisting an executive. She may enter a secretarial position in a variety of offices in businesses such as insurance companies, banks, marketing institutions, and financial firms.

EXECUTIVE SECRETARY

CURRICULUM BY QUARTERS

			Theory	Lab	Quarter Hours Credit
FIRST QUARTER					
ENG	101	English I	3	0	3
MAT	110	General Math	3	0	3
BUS	101	Introduction to Business	3	0	3
BUS	102	Typing I	3	2	4
BUS	106	Beginning Shorthand	3	2	4
PSY	112	Personal Development	3	0	3
			18	4	20
SECOND QUARTER					
ENG	102	English II	3	0	3

			Theory	Lab	Quarter Hours Credit
MAT	113	Business Math	3	0	3
BUS	103	Typing II	3	2	4
BUS	120	Accounting I	5	2	6
BUS	107	Shorthand II	3	2	4
			17	6	20

THIRD QUARTER

ENG	103	English III	3	0	3
BUS	110	Office Machines	3	2	4
BUS	104	Typing III	3	2	4
BUS	108	Shorthand III	3	2	4
EDP	104	Introduction to Data Processing	3	0	3
			15	6	18

FOURTH QUARTER

ENG	204	Oral Communication	3	0	3
BUS	112	Filing	3	0	3
BUS	205	Typing IV	3	2	4
BUS	206E	Dictation and Transcription	3	2	4
BUS	211	Duplicating Machines	3	0	3
ECO	105	Consumer Finance	3	0	3
			18	4	20

FIFTH QUARTER

BUS	213	Business Communications	3	0	3
BUS	210	Office Procedures	3	0	3
PSY	202	Psychology	3	0	3
BUS	207E	Dictation and Transcription	3	0	4
BUS	115	Business Law I	3	0	3
			15	2	16

SIXTH QUARTER

BUS	208E	Dictation and Transcription	3	2	4
SSC	202	Sociology	3	0	3
BUS	183	Terminology and Vocabulary	3	0	3
BUS	216	Office Simulation	2	10	7
			11	12	17

COURSE DESCRIPTION**FIRST QUARTER**

ENG 101 - English I	3	0	3
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Designed to aid the student in the improvement of self-expression in grammar. The approach is functional with emphasis on grammar, diction,

	Theory	Lab	Quarter Hours Credit
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sentence structure, punctuation, and spelling. Intended to stimulate students in applying the basic principles of English grammar in their day-to-day situations in industry and social life. Students may be exempted from this course and receive credit for it by passing a proficiency test. Prerequisite: None.

MAT 110 - General Math	3	0	3
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A general review of fundamental mathematics including mathematical operations on fractions and decimals with applications in percentage problems. Students may be exempted from this course and receive credit for it by passing a proficiency test. Prerequisite: None.

BUS 101 - Introduction to Business	3	0	3
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A survey of the business world with particular attention devoted to the structure of the various types of business organization, methods of financing, internal organizations and management. Prerequisite: None.

BUS 102 - Typing I	3	2	4
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Introduction to the touch typewriting system with emphasis on correct techniques, mastery of the keyboard, simple business correspondence, tabulation, and manuscripts. Students may be exempted from this course and receive credit for it by passing a proficiency test. Prerequisite: None.

BUS 106 - Beginning Shorthand	3	2	4
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A beginning course in the theory and practice of reading and writing shorthand. Emphasis on phonetics, penmanship, word families, brief form, and phrases. Students may be exempted from this course and receive credit for it by passing a proficiency test. Prerequisite: None.

PSY 112 - Personal Development	3	0	3
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A study of the psychological approach to understanding human behavior designed to help the student recognize the importance of the physical, intellectual, social and emotional dimensions of personality. Attention is given to applications of these topics to problems of study, self-understanding and adjustment to the demands of society. Prerequisite: None.

SECOND QUARTER

ENG 102 - English II	3	0	3
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Designed to aid the student in the improvement of written self-expression. Emphasis is on the organization and clear presentation of ideas. Focuses on the sentence and the paragraph with an introduction to the whole composition. Contains additional work in grammar where needed. Prerequisite: ENG 101.

	Theory	Lab	Quarter Hours Credit
MAT 113 - Business Math	3	0	3

This course applies fundamentals learned in MAT 110 to payrolls, inventories, price marking, interest and discounts, commissions, taxes and other business related problems. Prerequisite: Mat 110

BUS 103 - Typing II	3	2	4
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Instruction emphasizes the development of speed and accuracy with further mastery of correct typewriter techniques. These skills and techniques are applied in tabulation, manuscripts, correspondence, and business forms. Prerequisite: BUS 102 or equivalent. Speed requirement, 30 words per minute for three minutes.

BUS 120 - Accounting I	5	2	6
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Principles, techniques, and tools of accounting, for understanding of the mechanics of accounting. Collecting, summarizing, analyzing, and reporting information about service and mercantile enterprises, to include application of the principles learned. Prerequisite: MAT 110

BUS 107 - Shorthand II	3	2	4
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Continued study of theory with greater emphasis on dictation and elementary transcription. Prerequisite: BUS 106 or equivalent.

THIRD QUARTER

ENG 103 - English III	3	0	3
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Further work in organization and presentation of ideas in the whole composition. Special study of reports appropriate to the student's curriculum. Continued emphasis of basic grammar and composition skills where necessary. Prerequisite: ENG 102

BUS 110 - Office Machines	3	2	4
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Students will receive training in techniques, processes, operation, and application of the ten-key adding machine, electronic calculator, printing calculator, and full-key adding machine. Prerequisite: MAT 110

BUS 104 - Typing III	2	2	3
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Emphasis on production typing problems and speed building. Attention to the development of the student's ability to function as an expert typist, producing mailable copies. The production units are tabulation, manuscript, correspondence, and business forms. Prerequisite: BUS 103 or equivalent. Speed requirement, 45 words per minute for five minutes.

	Theory	Lab	Quarter Hours Credit
BUS 108 - Shorthand III	3	2	4

Theory and speed building. Introduction to office style dictation. Emphasis on development of speed in dictation and accuracy in transcription. Prerequisite: BUS 107

EDP 104 - Introduction to Data Processing	3	0	3
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A study of the fundamental concepts and operational principles of data processing system. They are presented as an aid in developing a basic knowledge of computers as a prerequisite to the detail study of a particular system. This course also provides a general knowledge of computing systems and is prerequisite for all programming courses. Prerequisite: None

FOURTH QUARTER

ENG 204 - Oral Communication	3	0	3
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A study of basic concepts and principles of oral communications to enable the student to communicate with others. Emphasis is placed on the speaker's attitude, improving diction, voice, and the application of particular techniques of theory to correct speaking habits and to produce effective oral presentation. Particular attention given to conducting meetings, conferences, and interviews.

Prerequisite: ENG 101

BUS 112 - Filing	3	0	3
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Fundamentals of indexing and filing, combining theory and practice by the use of miniature letters, filing boxes and guides. Alphabetic, Geographic, Subject, and chronological methods are studied. Prerequisite: None.

BUS 205 - Typing IV	3	2	4
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Emphasis is placed on the development of individual production rates. The student learns the techniques needed in planning and in typing projects that closely approximate the work appropriate to the field of study. These projects include review of letter form, methods of duplication, statistical tabulation. Prerequisite: BUS 104. Speed requirement, 50 words per minute for five minutes.

BUS 206E - Dictation and Transcription	3	2	4
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Develops the skill of taking dictation and of transcribing at the typewriter materials appropriate to the course of study, which includes a review of the theory and the dictation of familiar and unfamiliar material at varying rates of speed. Minimum dictation of 80 words per minute required for five minutes on new material. Prerequisite: BUS 108

	Theory	Lab	Quarter Hours Credit
BUS 211 - Duplicating Machines	3	0	3

Student receives instruction in the operation of the mimeograph machine, spirit duplicator, offset press, photo copier, and Thermofax. Prerequisite: Bus 102

ECO 105 - Consumer Finance	3	0	3
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This course is designed to help the students in handling his personal finances. The course involves a study of personal problems in such areas as housing, budgeting, loans, banking, taxes, credit and insurance. Prerequisite: MAT 110

FIFTH QUARTER

BUS 213 - Business Communication	3	0	3
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Develops skills in techniques in writing business communications. Emphasis is placed on writing action-getting sales letters, business reports; summaries of business conferences; and letters involving credit, collection, adjustment, complaint, orders, acknowledgement, remittances, and inquiry. Prerequisite: ENG 102

BUS 210 - Office Procedures	3	0	3
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Responsibilities encountered by the secretary during the work day are presented in this course. These responsibilities include the following: receptionist duties, handling the mail, telephone techniques, travel information, telegrams, office records, purchasing of supplies, office organization, and insurance claims. Prerequisite: BUS 103

PSY 202 - Psychology	3	0	3
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Designed to introduce the underlying principles of behavior to beginning students, to acquaint the student with the basic fields of psychology, their related concepts, and important people in the field.

BUS 207E - Dictation and Transcription	3	2	4
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Covering materials appropriate to the course of study, the student develops the accuracy, speed, and vocabulary that will enable her to meet the stenographic requirements of business and professional offices. Minimum dictation rate of 90 words per minute required for five minutes on new material. Prerequisite: BUS 206E

BUS 115 - Business Law I	3	0	3
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A general course designed to acquaint the student with certain fundamentals and principles of business law, including contracts, negotiable instruments, and agencies. Prerequisites: None

	Theory	Lab	Quarter Hours Credit
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SIXTH QUARTER

BUS 208E - Dictation and Transcription	3	2	4
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Principally a speed building course, covering materials appropriate to the course of study, with emphasis on speed as well as accuracy. Minimum dictation rate of 100 words per minute required for five minutes on new material. Prerequisite: BUS 207E

SSC 202 - Sociology	3	0	3
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This course, through the use of a reader and current periodicals, studies the nature, extent, causes, and consequences of social problems in contemporary society with emphasis given to problems of work, delinquency and crime, mental illness, race relations, poverty, population, and war. Prerequisite: None

BUS 183 - Terminology and Vocabulary	3	0	3
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This course is designed to expand the student's vocabulary and improve his spelling. Through the use of records, handouts, and observations made in reading, the student is introduced to approximately two hundred words. The student also learns four basic spelling rules and is required to master a 250 word list of commonly misspelled words. Prerequisite: None

BUS 216 - Office Simulation	2	10	7
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This course is a full-scale office simulation for second year students only. The students operate a model office and perform as office employees. By actually conducting the many business operations such as buying, selling, bookkeeping, and tax work, the student has an opportunity to develop an understanding of the overall office operation and how each part is dependent upon the other. The simulation covers the three office systems that are central to any office operation: sales, purchasing, and cash control. Prerequisite: This course is offered to second year students only.

GENERAL OFFICE TECHNOLOGY

PURPOSE OF CURRICULUM

More people are now employed in clerical occupations than in any other single job category. Automation and increased production will mean that these people will need more technical skills and a greater adaptability for diversified types of jobs.

The General Office Curriculum is designed to develop the necessary variety of skills for employment in the business world. Specialized training in skill areas is supplemented by related courses in mathematics, accounting, business law, and psychology.

JOB DESCRIPTION

The graduate of the General Office Curriculum may be employed as an administrative assistant, accounting clerk, assistant office manager, bookkeeper, file clerk, machine transcriptionist, or a variety of other clerical-related jobs. Positions are available in almost every type of business, large or small.

GENERAL OFFICE TECHNOLOGY

CURRICULUM BY QUARTERS

			Theory	Lab	Quarter Hours Credit
FIRST QUARTER					
ENG	101	English I	3	0	3
MAT	110	General Math	3	0	3
BUS	101	Introduction to Business	3	0	3
BUS	102	Typing I	3	2	4
ECO	102	Economics I	3	0	3
PSY	112	Personal Development	3	0	3
			18	2	19
SECOND QUARTER					
ENG	102	English II	3	0	3
BUS	103	Typing II	3	2	4
BUS	120	Accounting I	5	2	6
BUS	115	Business Law I	3	0	0
MAT	113	Business Math	3	0	3
			17	4	19

			Theory	Lab	Quarter Hours Credit
THIRD QUARTER					
ENG	103	English III	3	0	3
BUS	110	Office Machines	3	2	4
BUS	104	Typing III	3	2	4
EDP	104	Introduction to Data Processing	3	0	3
		Elective	3	0	3
			15	4	17

FOURTH QUARTER

ENG	204	Oral Communication	3	0	3
BUS	211	Duplicating Machines	3	0	3
BUS	205	Typing IV	3	2	4
BUS	229	Taxes	3	0	3
ECO	105	Consumer Finance	3	0	3
BUS	112	Filing	3	0	3
			18	2	19

FIFTH QUARTER

BUS	213	Business Communication	3	0	3
BUS	210	Office Procedures	3	0	3
PSY	202	Psychology	3	0	3
BUS	213	Typing Office Practice	3	2	4
		Elective	3	0	3
			15	2	16

SIXTH QUARTER

BUS	216	Office Simulation	2	10	7
SSC	202	Sociology	3	0	3
BUS	183	Terminology & Vocabulary	3	0	3
		Elective	3	0	3
			11	10	16

COURSE DESCRIPTION**FIRST QUARTER**

ENG 101 - English I	3	0	3
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Designed to aid the student in the improvement of self-expression in grammar. The approach is functional with emphasis on grammar, diction, sentence structure, punctuation, and spelling. Intended to stimulate students in applying the basic principles of English grammar in their day-to-day situations in

	Theory	Lab	Quarter Hours Credit
industry and social life. Students may be exempted from this course and receive credit for it by passing a proficiency test. Prerequisite: None			
MAT 110 - General Math	3	0	3
A general review of fundamental mathematics including mathematical operations on fractions and decimals with applications in percentage problems. Students may be exempted from this course and receive credit for it by passing a proficiency test. Prerequisite: None			
BUS 101 - Introduction to Business	3	0	3
A survey of the business world with particular attention devoted to the structure of the various types of business organizations, methods of financing, internal organizations, and management. Prerequisite: None			
BUS 102 - Typing I	3	2	4
Introduction to the touch typewriting system with emphasis on correct techniques, mastery of the keyboard, simple business correspondence, tabulation, and manuscripts. Students may be exempted from this course and receive credit for it by passing a proficiency test. Prerequisite: None			
ECO 102 - Economics I	3	0	3
The fundamental principles of economics including the institutions and practices by which people gain a livelihood. Included is a study of the laws of supply and demand and the principles of bearing upon production, exchange, distribution, and consumption both in relation to the individual enterprise and to society at large. Prerequisite: None			
PSY 112 - Personal Development	3	0	3
A study of the psychological approach to understanding human behavior designed to help the student recognize the importance of the physical, intellectual, social and emotional dimensions of personality. Attention is given to applications of these topics to problems of study, self-understanding and adjustments to the demands of society. Prerequisite: None			

SECOND QUARTER

ENG 102 - English II	3	0	3
Designed to aid the student in the improvement of written self-expression. Emphasis is on the organization with clear presentation of ideas. Focuses on the sentence and the paragraph with an introduction to the whole composition. Contains additional work in grammar where needed. Prerequisite: ENG 101			
BUS 113 - Typing II	3	2	4
Instruction emphasizes the development of speed and accuracy with further			

	Theory	Lab	Quarter Hours Credit
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mastery of correct typewriter techniques. These skills and techniques are applied in tabulation, manuscript, correspondence, and business forms. Prerequisite: BUS 102 or equivalent. Speed requirement, 30 words per minute for three minutes.

BUS 120 - Accounting I	5	2	6
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Principles, techniques and tools of accounting, for understanding of the mechanics of accounting. Collecting, summarizing, analyzing, and reporting information about service and mercantile enterprises, to include application of the principles learned. Prerequisite: MAT 110

BUS 115 - Business Law I	3	0	3
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A general course designed to acquaint the student with certain fundamentals and principles of business law, including contracts, negotiable instruments, and agencies. Prerequisite: None

MAT 113 - Business Math	3	0	3
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This course applies fundamentals learned in MAT 110 to payrolls, inventories, price marking, interest and discounts, commissions, taxes and other business related problems. Prerequisite: MAT 110

THIRD QUARTER

ENG 103 - English III	3	0	3
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Further work in organization and presentation of ideas in the whole composition. Special study of reports appropriate to the student's curriculum. Continued emphasis of basic grammar and composition skills where necessary. Prerequisite: ENG 102

BUS 110 - Office Machines	3	2	4
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Students will receive training in techniques processes, operation, and application of the ten-key adding machine, electronic calculator, printing calculator, rotary calculator, and full key-board adding machine. Prerequisite: MAT 110

BUS 104 - Typing III	3	2	4
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Emphasis on production typing problems and speed building. Attention to the development of the student's ability to function as an expert typist, producing mailable copies. The production units are tabulation, manuscript, correspondence, and business forms. Prerequisite: BUS 103 or equivalent. Speed requirement, 45 words per minute for five minutes.

EDP 104 - Introduction to Data Processing	3	0	3
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A study of the fundamental concepts and operational principles of data

	Theory	Lab	Quarter Hours Credit
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processing system. They are presented as an aid in developing a basic knowledge of computers as a prerequisite to the detail study of a particular system. The course also provides a general knowledge of computing systems and is a prerequisite for all programming courses. Prerequisite: None

Elective	3	0	3
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FOURTH QUARTER

ENG 204 - Oral Communication	3	0	3
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A study of basic concepts and principles of oral communications to enable the student to communicate with others. Emphasis is placed on the speaker's attitude, improving diction, voice and the application of techniques of theory to correct speaking habits and to produce effective oral presentation. Particular attention given to conducting meetings, conferences, and interviews. Prerequisite: ENG 101

BUS 211 - Duplicating Machines	3	0	3
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Students receive instruction in the operation of the mimeograph machine, spirit duplicator, offset press, photo copier, and Thermofax. Prerequisite: BUS 102

BUS 205 - Typing IV	3	2	4
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Emphasis is placed on the development of individual production rates. The student learns the techniques needed in planning and in typing projects that closely approximate the work appropriate to the field of study. These projects include review of letter forms, methods of duplication, statistical tabulation, and the typing of reports, manuscripts and legal documents. Prerequisite: BUS 104. Speed requirement, 50 words per minute for five minutes.

BUS 229 - Taxes	3	0	3
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Application of federal and state taxes to various businesses and business conditions. A study of the following taxes: income, payroll, intangible, capital gains, sales and use, excise, and inheritance. Prerequisite: BUS 121

ECO 105 - Consumer Finance	3	0	3
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This course is designed to help the student in handling his personal finances. The course involves a study of personal financial problems in such areas as housing, budgeting, loans, banking, taxes, credit and insurance. Prerequisite: MAT 110

BUS 112 - Filing	2	2	3
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Fundamentals of indexing and filing, combining theory and practice by the use of miniature letters, filing boxes and guides. Alphabetic, geographic, subject, numeric, and chronological methods are studied. Prerequisite: None

	Theory	Lab	Quarter Hours Credit
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FIFTH QUARTER

BUS 213 - Business Communication	3	0	3
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Develops skills in techniques in writing business communications. Emphasis is placed on writing action-getting sales letters; business reports; summaries of business conferences; and letters involving credit, collection, adjustment, complaint, orders, acknowledgement, remittances, and inquiry. Prerequisite: ENG 102

BUS 210 - Office Procedures	3	0	3
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Responsibilities encountered by the secretary during the work day are presented in the course. These responsibilities include the following: receptionist duties, handling the mail, telephone techniques, travel information, telegrams, office records, purchasing of supplies, office organization, and insurance claims. Prerequisite: BUS 103

BUS 213 - Typing Office Practice	3	2	4
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This course puts into practice many of the procedures learned in typing. The student develops typing skills in banking procedures, documents, processing, travel arrangements, reporting minutes, meetings, and conferences. Prerequisite: BUS 103

PSY 202 - Psychology	3	0	3
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Designed to introduce the underlying principles of behavior to beginning students; to acquaint the student with the basic fields of psychology, their related concepts, and important people in the field. Prerequisite: None

Elective	3	0	3
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SIXTH QUARTER

SSC 202 - Sociology	3	0	3
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This course, through the use of a reader and current periodicals, studies the nature, extent, causes, and consequences of social problems in contemporary society with emphasis given to problems of work, delinquency and crime, mental illness, race relations, poverty, population, and war. Prerequisite: None

BUS 183 - Terminology and Vocabulary	3	0	3
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This course is designed to expand the student's vocabulary and improve his spelling. Through the use of records, handouts, and observations made in outside reading, the student is introduced to approximately two hundred words. The student also learns four basic spelling rules and is required to master a 250

	Theory	Lab	Quarter Hours Credit
word list of commonly misspelled words. Prerequisite: None			
Elective	3	0	3
BUS 216 - Office Simulation	2	10	7

This course is a full-scale office simulation for second year students only. The students operate a model office and perform as office employees. By actually conducting the many business operations such as buying, selling, bookkeeping, and tax work, the student has an opportunity to develop an understanding of the overall office operation and how each part is dependent upon the other. The simulation covers the three office systems that are central to any office operation: sales, purchasing, and cash control. Prerequisite: Open only to sixth quarter students.

RADIOLOGIC TECHNOLOGY

PURPOSE OF CURRICULUM

This curriculum is designed to meet the ever-increasing need for technicians in the rapidly growing branch of medicine known as radiology. At present, many more technologists are needed than are being trained, and studies indicate that the shortage will become more critical in the years ahead. The aim of the Radiologic Technology course is to prepare qualified persons for positions in the area of x-ray technology or to enable them to go on, if they wish, into nuclear medicine and radiation therapy.

Students, who must be high school graduates, receive training that includes classroom study and work experience. Courses are given in anatomy, physiology, physics, radiographic technique, radiographic procedures, chemistry of processing solutions, and darkroom techniques. In addition, courses are also offered in nursing, radiation protection, department administration, and equipment maintenance.

Graduates of the program are eligible for examination by the American Registry of Radiologic Technologists. After passing the examination, they are certified as registered technologists in x-ray technology and entitled to use the legal title "Registered Technologist," abbreviated R.T. They are then eligible for membership in the American Society of Radiologic Technologists, an organization dedicated to maintaining high educational standards of training and professional stature.

JOB DESCRIPTION

As a part of the radiology team, technologists play a vital role in a science dedicated to saving lives and alleviating human suffering. X-ray technologists work in hospitals, clinics, doctor's offices, public health institutions, and industrial medical clinics. They assist specialist physicians, called radiologists in the use of x-rays to examine for broken bones, ulcers, tumors, disease or malfunctions of various organs.

The x-ray technologist takes x-ray films, called radiographs. He adjusts x-ray equipment to the correct settings for a specific examination, positions the patient, makes the required number of radiographs and develops and files them.

The x-ray technologist also aids the physician in administering chemical mixtures to the patient to make certain organs show up clearly in x-ray examination. The technologist may need to use mobile x-ray equipment at a patient's bedside and in surgery.

A prospective radiologic technologist should like people and should

be willing and able to tend to sick or disabled with tact and sympathy. He should be accurate and dependable and willing to continue his education beyond certification and to keep up with the rapid advances in his field.

RADIOLOGIC TECHNOLOGY CURRICULUM BY QUARTERS

				Theory	Lab	Quarter Hours Credit
FIRST QUARTER						
ENG	101	English I		3	0	3
RDT	105	Radiologic Mathematics		3	0	3
RDT	107	Anatomy and Physiology I		4	2	5
RDT	101	Radiologic Technology I		4	3	5
*RDT	111	Clinical Education		0	20	6
				14	25	22
SECOND QUARTER						
ENG	102	English II		3	0	3
RDT	108	Anatomy and Physiology II		4	2	5
RDT	109	X-Ray and Radium Physics		3	2	4
RDT	102	Radiologic Technology II		4	3	5
*RDT	112	Clinical Education		0	20	6
				14	27	23
THIRD QUARTER						
Eng	103	English III		3	0	3
RDT	103	Radiologic Technology III		4	3	5
*RDT	113	Clinical Education		0	20	6
		Elective		3	0	3
		Elective		3	0	3
				13	23	20
FOURTH QUARTER						
RDT	114	Clinical Education		0	40	13
FIFTH QUARTER						
ENG	204	Oral Communication		3	0	3
RDT	201	Surface Anatomy		2	0	2
RDT	204	Radiologic Technology IV		4	3	5
*RDT	215	Clinical Education		0	28	9
				9	31	19

			Theory	Lab	Quarter Hours Credit
SIXTH QUARTER					
RDT	208	Introduction to Disease	3	0	3
PSY	202	Psychology	3	0	3
RDT	205	Radiologic Technology V	4	3	5
* RDT	216	Clinical Education	0	28	9
			10	31	20

SEVENTH QUARTER					
SOC	202	Sociology	3	0	3
BUS	223	Personal Management	3	0	3
RDT	206	Radiologic Technology VI	4	0	4
* RDT	217	Clinical Education	0	29	9
			10	29	19

EIGHTH QUARTER					
* RDT	218	Clinical Education	0	40	13

* These hours also include every other Saturday in a clinical situation.

COURSE DESCRIPTION

FIRST QUARTER

ENG 101 - English I	3	0	3
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Designed to aid the student in the improvement of self-expression in grammar. The approach is functional with emphasis on grammar, diction, sentence structure, punctuation, and spelling. Intended to stimulate students in applying the basic principles of English grammar in their day-to-day situations in industry and social life. Prerequisite: None. Students may be exempted from this course and receive credit for it by passing a proficiency test. Prerequisite: None

RDT 105 - Radiologic Mathematics	3	0	3
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This course includes the basic operations of addition, subtraction, multiplication and division; the basic concepts of algebra; graphical representation; logarithms; geometry and trigonometry. The student will learn how to use prepared calculators (for x-ray machine settings) and he will be introduced to the use of a slide rule. Prerequisite: None

RDT 107 - Anatomy and Physiology I	4	2	5
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A study of the structure and normal function of the human body with man identified as a living organism composed of living cells, tissues, organs and systems. Included are the basic physiologic aspects of skin; the skeletal,

	Theory	Lab	Quarter Hours Credit
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articular, muscular, and nervous systems; and the special senses. A laboratory portion should include relevant experiments to augment the student's learning of body structure and function. Prerequisite: None

RDT 101 - Radiologic Technology I	4	3	5
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The student is given an orientation to the field of Radiologic Technology. He is taught darkroom chemistry and film processing, the basic principles of radiographic exposure, elementary patient care procedures, and he is introduced to radiographic positioning as applied to the appendicular skeleton. Prerequisite: None

RDT 111 - Clinical Education	0	20	6
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Practical experience in a clinical setting including processing of radiographs, practice in ethical and attitudinal situation, during patient contact, patient care and basic patient positioning for studies of upper and lower limbs, shoulders and pelvic girdles. The student will also apply some of the simpler principles of radiographic exposure. There will be regular sessions of film critique. Prerequisite: None

SECOND QUARTER

ENG 102 - English II	3	0	3
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Designed to aid the student in the improvement of written self-expression. Emphasis is on the organization and clear presentation of ideas. Focuses on the sentence and paragraph with an introduction to the whole composition. Contains additional work in grammar where needed. Prerequisite: ENG. 101

RDT 108 - Anatomy and Physiology II	4	2	5
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A continuation of the study of the structure and normal function of man as a living organism. Special emphasis is on the circulatory, lymphatic, respiratory, digestive, urinary, endocrine, and reproductive systems and fluid and electrolyte balance. Laboratory experiences include study of models and small animal dissection for insight into comparative structure and function in man. Prerequisite: RDT 107

RDT 109 - X-Ray and Radium Physics	3	2	4
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An in-depth study of electricity, magnetism, structure of matter, measurements, and principles of work, force and energy. A study of the principles of production and control of high voltage; tubes and rectifiers;

	Theory	Lab	Quarter Hours Credit
rectification; x-ray circuits, and roentgen rays. Prerequisite: RDT 105			

RDT 102 - Radiologic Technology II	4	3	5
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The student is taught the radiographic positioning necessary to perform diagnostic studies of the axial skeleton. Further patient care procedures and medical terminology are included. Prerequisite: RDT 101, RDT 107.

* RDT 112 - Clinical Education	0	20	6
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Practical experience in a clinical setting. The student will continue to improve his basic skills in darkroom technique and patient positioning for routine studies of upper and lower limbs and the shoulder girdle and pelvic girdle. He will practice the techniques for roentgenographic studies of the skull and spine. There will be regular sessions of film critique. Prerequisite: RDT 111.

THIRD QUARTER

ENG 103 - English III	3	0	3
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Further work in organization and presentation of ideas in the whole composition. Special study of reports appropriate to the student's curriculum. Continued emphasis of basic grammar and composition skills where necessary. Prerequisite: ENG 102

RDT 103 - Radiologic Technology III	4	3	5
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The student will learn the techniques for basic views of the thoracic and abdominal viscera, soft tissue radiography and fluorography. He will be taught how to prepare the patient and the contrast media for these studies. Prerequisite: RDT 102, RDT 108.

* RDT113 - Clinical Education	0	20	6
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Practical experience in a clinical setting with emphasis on the preparation and use of contrast media, preparation of the patient for such studies and the performance of examinations of the digestive tract, biliary tract and urinary tract using contrast media. The student will be working in fluoroscopy and will also make radiographs of the abdominal and thoracic viscera without the use of contract media. Soft tissue radiography (exclusive of mammography) and location of foreign bodies will be touched upon. Prerequisite: RDT 112.

Elective	3	0	3
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	Theory	Lab	Quarter Hours Credit
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FOURTH QUARTER

RDT 114 - Clinical Education (Summer Session)	0	40	13
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The student will spend the entire summer quarter gaining clinical experience and developing skill in the techniques of diagnostic radiography. He will review all he has learned about film processing and developing, patient positioning and exposure factors. Practice will cover radiography of the skeleton, the thoracic and abdominal viscera, and examinations of the abdominal viscera using contrast media and fluoroscopy. Prerequisite: RDT 103, RDT 113.

FIFTH QUARTER

ENG 204 - Oral Communication	3	0	3
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A study of basic concepts and principles of oral communications to enable the student to communicate with others. Emphasis is placed on the speaker's attitude, improving diction, voice and the application of particular techniques of theory to correct speaking habits and to produce effective oral presentation. Particular attention given to conducting meetings, conferences, and interviews. Prerequisite: ENG 101.

RDT 201 - Surface Anatomy	2	0	2
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To review anatomy from the standpoint of topographic anatomy and the relationship of organs to each other. Instead of presenting the material by systems, the material is presented according to regions of the body, the stress being upon the location of each organ using landmarks and the relation of the organ to other organs within the same anatomic region. Prerequisite: RDT 108.

RDT 204 - Radiologic Technology IV	4	3	5
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This course is a continuation of the Radiologic Technology series. The content covered in this quarter concerns radiation protection, equipment maintenance, more advanced work in the radiography of the skeleton and the art of pediatric radiology. Special views and techniques for diagnostic radiology of the skeleton will be emphasized. Prerequisite: RDT 103.

* RDT 215 - Clinical Education	0	28	9
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Clinical experience in patient handling, proper positioning and localization of foreign bodies. More emphasis is also placed on what has been learned in special procedures. Prerequisite: RDT 114.

	Theory	Lab	Quarter Hours Credit
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SIXTH QUARTER

RDT 208 - Introduction to Disease	3	0	3
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This course is designed to acquaint the student with certain changes that occur in disease and injury and their application to x-ray technology. This is not intended as a detailed course in pathology. Emphasis is placed on the features of the various conditions which should be known by the technologists in performance of the indicated x-ray examinations. Prerequisite: RDT 108.

PSY 202 - Psychology	3	0	3
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Designed to introduce the underlying principles of behavior to beginning students; to acquaint the student with the basic fields of psychology, their related concepts, and important people in the field. Prerequisite: None.

RDT 205 - Radiologic Technology V	4	3	5
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The study this quarter is confined to special radiographic procedures and the mechanics and uses of photofluorography. The student will become acquainted with the specialized and highly technical procedures used in these studies, the equipment and the general indications and contraindications for each examination. Prerequisite: RDT 204.

* RDT 216 - Clinical Education	0	28	9
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Practical experience in a clinical setting including special radiographic procedures and also to acquaint the student further with the general indications and contradictions for each procedure. Prerequisite: RDT 215.

SEVENTH QUARTER

SOC 202 - Sociology	3	0	3
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Study of the nature, concepts and principles of sociology; society, culture, socialization, groups, institutions and organizations, the class system, social change, social processes. Prerequisite: None.

BUS - Personal Management.	3	0	3
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Course designed to acquaint student with supervisory problems, with emphasis on the problem solving process. Suggested solutions concerning personnel management. Prerequisite: None.

RDT 206 - Radiologic Technology VI	4	0	4
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This course is designed to acquaint the student with the fundamentals in nuclear medicine and radiotherapy. Prerequisite: RDT 205.

	Theory	Lab	Quarter Hours Credit
*RDT 217 - Clinical Education	0	28	9

Clinical experience in patient handling, use of x-ray generators, developing procedures, proper radiographic positioning and radiation protection. Prerequisite: RDT 216.

EIGHTH QUARTER

RDT 218 - Clinical Education	0	40	9
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Clinical experience in patient handling, use of x-ray generators, developing procedures, proper radiographic positioning and radiation protection. Prerequisite: RDT 217.

* These hours include every other Saturday in a clinical situation.

RECREATION THERAPY

PURPOSE OF CURRICULUM

The curriculum is designed to train recreation technicians who will function at a leadership level in therapeutic and community recreation programs. Graduates of the curriculum are trained for face-to-face leadership roles with special emphasis on the value of recreation as it relates to handicapped people, as well as the non-handicapped people. Courses offered in the curriculum may be divided into three general categories of English, psychology and sociology, and recreation. More specifically, courses are offered in: social recreation, camp administration, recreation leadership, program planning, adaptive physical education, medial terminology and basic anatomy, nature and outdoor recreation, recreation administration, philosophy of recreation, and gerontology. Skills and basic understanding of the fundamentals of music, first aid, audio-visual aids, arts and crafts, sports officiating, drama, folk, square and social dance, individual sports, team sports, and water related activities is gained through specific instruction. Students are given the opportunity to obtain an in-depth understanding of various groups through field trips, laboratory work, and supervised field work. Although therapeutic recreation receives a lot of emphasis, the student, at his own option, may concentrate on community recreation.

JOB DESCRIPTION

A graduate of the curriculum may enter a variety of careers in recreation. In most situations, the technician will work under the supervision of a professional recreator. Students interested in therapeutic recreation may find employment in health agencies, such as centers for the retarded, mental hospitals, alcoholic centers, schools for the blind, schools for the deaf, extended care facilities, nursing and rest homes, and rehabilitation centers. Students not interested in therapeutic recreation may find employment in public, private, and commercial recreation agencies.

RECREATION THERAPY **CURRICULUM BY QUARTERS**

			Theory	Lab	Quarter Hours Credit
FIRST QUARTER					
REC	101	Introduction to Recreation Services	3	0	3
REC	102	Introduction to the III and Handicapped	3	0	3
REC	108	Medical Terminology and Basic Anatomy	3	2	4
REC	112	Audio-Visual Aids	0	4	2
REC	110	Recreational Arts & Crafts	0	7	3
ENG	101	English I	3	0	3
			12	13	18
SECOND QUARTER					
REC	111	Social, Square & Folk Dance	2	3	3
REC	103	Adaptive Physical Education	0	6	3
REC	104	Recreation & Treatment Team	2	2	3
REC	109	First Aid & Safety	0	4	2
ENG	102	English II	3	0	3
PSY	202	Introduction to Psychology	3	0	3
			10	15	17
THIRD QUARTER					
REC	105	Recreation Areas & Facilities & Program Planning	3	0	3
SOC	202	Introduction to Sociology	3	0	3
REC	107	Team Sports & Games in Recreation	2	3	3
PSY	213	Child Psychology	3	0	3
ENG	103	English III	3	0	3
REC	113	Recreational Music	1	4	3
REC	114	Introduction to Para-professional Counseling	3	0	3
			18	7	21
FOURTH QUARTER					
REC	201	Recreation Leadership I	3	0	3
REC	216	History, Philosophy & Contemporary Recreation in America	2	2	3
REC	208	Field Work	0	3	1
REC	204	Individual Sports & Games	2	3	3

			Theory	Lab	Quarter Hours Credit
REC	217	Sports Officiating	2	3	3
ENG	204	Oral Communications	3	0	3
REC	218	Residential & Day Camp Administration	3 15	0 10	3 10

FIFTH QUARTER

REC	202	Recreation Leadership II	3	0	3
REC	206	Recreation Drama	1	4	3
REC	209	Field Work	0	6	2
BUS	213	Business Communication	3	0	3
REC	207	The Community	3	0	3
REC	214	Effective Supervisory Practices in Recreation	3 3	0 0	3 3
REC	212	Introduction to Gerontology	16	10	19

SIXTH QUARTER

REC	203	Water Related Sports & Activities	2	4	3
REC	205	Nature & Outdoor Recreation	3	0	3
REC	215	Recreation Administration	3	0	3
REC	213	Recreation Seminar	2	2	3
REC	210	Field Work	0	6	2
PSY	215	Abnormal Psychology	0	0	3
			13	12	17

SEVENTH QUARTER

REC	211	Field Work (Summer)	0	27	9
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COURSE DESCRIPTION**FIRST QUARTER**

REC 101 - Introduction to Recreation Services	3	0	3
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This course introduces the student to the historical and philosophical foundation of recreation and leisure. The basic principles, the definition, and the impact and trends of recreation are presented. Emphasis on the different agencies providing recreational services will be included with visitations being scheduled to public, private, industrial, and institutional recreational programs. Prerequisite: None

REC 102 - Introduction to the Ill & Handicapped	3	0	3
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This course is designed to introduce the student to the exceptional or abnormal

	Theory	Lab	Quarter Hours Credit
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person. It is the purpose of this course to develop a general knowledge of the different handicapped conditions, their causes, and limitations caused by the disability. To aid the students' understanding, scheduled trips to institutions for the retarded, mentally ill, deaf, and physically handicapped will be an integral part of this course. Prerequisite: None

REC 108 - Medical Terminology & Basic Anatomy	3	2	4
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This course is designed to develop a slightly better than layman understanding of human anatomy and physiology. Terminology commonly used in the medical setting will be presented. The different systems of the body will be studied in connection with terminology. Medical terminology will be used throughout this study of body parts and systems, as an additional emphasis on the medical orientation of the student. Prerequisite: None

REC 112 - Audio-Visual Aids	0	4	2
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This course is designed to develop skill in the use, operation and maintenance of audio-visual equipment. These aids contribute to a recreation program, and it is important for the recreator to become familiar with the program source. Prerequisite: None

REC 110 - Recreational Arts & Crafts	0	7	3
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This skill course is designed to develop specific talents in recreational arts and crafts. The methods, materials, and techniques for teaching arts and crafts to children and adults will be presented with special emphasis on projects for the handicapped. A variety of skill areas will be taught. However, major emphasis will be on creative crafts. Prerequisite: None

ENG 101 - English I	3	0	3
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Designed to aid the student in the improvement of self-expression in grammar. The approach is functional with emphasis on grammar, diction, sentence structure, punctuation, and spelling. Intended to stimulate students in applying the basic principles of English grammar in their day-to-day situations in industry and social life. Prerequisite: None

SECOND QUARTER

REC 111 - Folk, Square, and Social Dance	2	3	3
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This skill course is designed to develop talents in the area of recreational dance. Activity sessions will stress the different types of dances, the skills involved, and the techniques used in teaching dancing to different age groups. Appropriate dances with adaptations for the different handicapped groups will also be stressed. Adequate class time will be used for student participation and practice. Prerequisite: None

REC 103 - Adaptive Physical Education	0	6	3
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This course is the study of modifications and adaptations used in recreation and

	Theory	Lab	Quarter Hours Credit
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physical education activities for handicapped persons. Discussions and demonstrations of techniques and equipment used in adapting various sports, games, and other activities to fit the limitations of the handicapped will be incorporated into this course. Students will have the opportunity to observe adaptations for the mentally ill and retarded, blind, the elderly, physical handicapped and other special groups. Prerequisite: REC 101, 102, 108

REC 104 - Recreation & Treatment Team	2	2	3
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This course is designed to aid the students' understanding of the professional workers composing a treatment team and their relationships to each other. The majority of instruction time will be centered around guest speakers from the different professions to be represented include medicine, social work, psychology, physical therapy, education rehabilitation services, recreation and others. Trips to local institutions will also be planned. Prerequisite: REC 101, 102

REC 109 - First Aid & Safety	0	4	2
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It is important for the recreation leader to have an understanding of first aid and safety procedures, especially when handicapped persons are involved. This course presents the skills, techniques, and knowledge needed to have a safe environment. Adequate class time will be reserved for practical demonstrations of first aid and safety. When possible a Red Cross instructor will teach and issue certifications for the Adults Standard First Aid Course. Prerequisite: None

ENG 102 - English II	3	0	3
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Designed to aid the student in the improvement of self-expression in business and technical composition. Emphasis is on the sentence, paragraph, and whole composition. Prerequisite: ENG 101

PSY 202 - Introduction to Psychology	3	0	3
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This course is designed to be an introductory survey of the major characteristics of human behavior with an emphasis on how biological and socio-cultural factors interact to influence development, learning, motivation, perception, measurement, and pathological behavior. Prerequisite: None

THIRD QUARTER

REC 105 - Recreation Areas & Facilities & Program Planning	3	0	3
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This course explores the different types of indoor and outdoor recreational areas and facilities and their use. The principle in planning, the dimensions and standards, maintenance, the operation of areas and facilities, such as parks, playgrounds, ball fields, centers, tennis courts, swimming pools, and others will be studied. This course will also explore the principles of planning and organizing an effective recreation program. Consideration will be given to

	Theory	Lab	Quarter Hours Credit
various aspects of program planning with special attention being focused on the types of programs offered to the handicapped participant. Prerequisite: None			
SOC 202 - Introduction to Sociology	3	0	3
This course is designed to introduce the student to a basic understanding of sociology. The various community agencies, organizations, and institutions will be investigated, as well as the interrelationship of social structure. Prerequisite: None			
REC 107 - Team Sports & Games in Recreation	2	3	3
This activity course is devised to develop the students' knowledge and ability in team sports and games. The rules and regulations, field dimensions, equipment and safety factors will be studied. Activities for groups of different ages and abilities will be presented. Prerequisite: None			
PSY 213 - Child Psychology	3	0	3
This course presents facts and concepts of growth and development with the student should know in order to understand the needs of children in different age groups. The student is introduced to the characteristics, patterns, factors, and types of growth and development. Prerequisite: PSY 101			
ENG 103 - English III	3	0	3
The fundamentals of English are utilized as a background for the organization and techniques of modern report writing. Exercises in developing typical reports, using writing techniques and graphic devises are completed by the student. Practical application in the preparation of a full-length report is required of each student at the end of the term. This report must have to do with something in his chosen curriculum. Prerequisite: ENG 102			
REC 114 - Introduction to Paraprofessional Counseling	3	0	3
This course is designed to prepare the students with counseling skills and techniques to enable them to counsel persons with situational problems, to be able to recognize those problems which are more serious, how to refer clients, and to whom. This is a participation class which involves group discussions, role playing and sensitivity. Prerequisite: REC 102 and PSY 202			
REC 113 - Recreational Music	1	4	3
The purpose of this course is to develop an understanding of the value and use of music in a recreation program. The course will contain a broad overview of the history and development of music, different instruments, and different styles. Another area of emphasis will be on music therapy, its principles and techniques. The instruments, aids, and materials used will be given special attention. Practice sessions and demonstrations of teaching techniques and skills will be afforded the students. Prerequisite: REC 101, 102			

	Theory	Lab	Quarter Hours Credit
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FOURTH QUARTER

REC 201 - Recreation Leadership I	3	0	3
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This course focuses on the various styles and types of leadership. Different theories of leadership will be discussed and the student will have an opportunity to draw upon the most pertinent parts of each theory, style, and type to formulate his own theory of recreation leadership. A section on group dynamics will also be included. Prerequisite: REC 101

REC 216 - History, Philosophy & Contemporary Recreation in America	2	2	3
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The history of recreation in the United States will be covered briefly. Moreover, the various philosophers of recreation and leisure time will be discussed with emphasis on their relation to the formulation of recreational patterns in present day America. The course will conclude with a dimension of the contemporary nature of recreation philosophies that come to bear on present day man. Prerequisite: REC 101

REC 208 - Field Work	0	3	1
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Student field assignments in the municipal and hospital recreation settings will begin in the fourth quarter of the Recreation Therapy Technology Curriculum. The placement will be done strictly locally in its initial stage. The field placement is designed to give the student practical experience of a full-time recreation professional. Evaluation reports of the field work will be submitted by the student and the professional. Prerequisite: Successful completion of three quarters in the Recreation Therapy curriculum or permission of the instructor.

ENG 204 - Oral Communications	3	0	3
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A study of basic concepts and principles of oral communications to enable the student to communicate with others. Emphasis is placed on the speaker's attitude, improving diction, voice, and the application of particular techniques of theory to correct speaking habits and to produce effective oral presentation. Particular attention is given to conducting meetings, conferences, and interviews. Prerequisite: ENG 101, 102, 103

REC 204 - Individual Sports & Games	2	3	3
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This activity course is designed to develop the student's ability and understanding of individual sports and games. The student will be given class instruction on the proper techniques, rules, and equipment with emphasis on adapting the activity to the abilities of the handicapped. Prerequisite: None

REC 218 - Residential & Camp Administration	3	0	3
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This course is designed to develop an understanding of the operation of a camping program. Particular course emphasis will be placed on camping for

	Theory	Lab	Quarter Hours Credit
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the ill and handicapped, and the architectural barriers which often exist. Operational concerns varying from the use of volunteers to the maintenance of grounds, will be covered in this course. Local, private, and institutional camps will be visited as part of the course. Prerequisite: REC 101, 102

REC 217 - Sports Officiating	2	3	3
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This course introduces the student to techniques of teaching, organizing, and supervision of lead-up games and sports covered in REC 107 and REC 204. Emphasis is placed on learning the rules and officiating techniques of individual and team sports as well as adaptations for various disability groups and ages. Prerequisite: REC 101, 102, 103

FIFTH QUARTER

REC 202 - Recreation Leadership II	3	0	3
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Basic skills in working with people is an important asset to the recreation leader who daily works with program participants, volunteers, staff, and the public. This course gives the student an opportunity to make some applications from the material covered in Recreation Leadership I. This course focuses on parliamentary procedures, role playing, interviewing, training and recruiting volunteers, and human relations. Students will have the opportunity to observe community leaders and to evaluate their effectiveness. Prerequisite: REC 101, 201

REC 206 - Recreational Drama	1	4	3
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This activity course explores the use of drama in a recreational setting. Particular attention is placed upon the type of drama activities which can be used effectively with handicapped children and adults. Creative as well as classical drama will be studied. In order to develop skill in drama, student participation will be encouraged. Theatre crafts will also be included. Prerequisite: None

REC 209 - Field Work	0	6	2
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This course will be a continuation of REC 208 with emphasis on local placement. However, students will be rotated in different recreational environments. Prerequisite: REC 208

BUS 213 - Business Communication	3	0	3
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This course is designed to develop skills and techniques of writing business communications. Emphasis is placed on writing action getting letters and prospecti, business reports, summaries of business conferences, and letters involving credit collection, adjustments, complaint, orders, acknowledgement, remittances, and inquiry. Prerequisite: ENG 101, 102

REC 207 - The Community	3	0	3
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Dealing with the community in both its rural and its urban forms, this study

considered the rural-urban differentials, the changing patterns of community life, neighborhoods, natural areas and rural and urban problems, together with their implications for developing recreation programs. Prerequisite: SOC 206, REC 101, 216

	Theory	Lab	Quarter Hours Credit
REC 214 - Effective Supervisory Practices in Recreation	3	0	3

This course is designed to develop a knowledge of effective supervisory skills. It is important for any recreation leader to be able to properly direct the participants, staff, and volunteers in his program. Basic concepts of supervision with emphasis on work methods, orientation, job instruction discipline, public relations, cooperation and evaluation will be stressed. The types of supervision will also be included in the course. Prerequisite: None

REC 212 - Introduction to Gerontology	3	0	3
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This course is designed to cover the physiological, psychological and social problems of aging. Special emphasis is given to planning and conducting recreation programs for the aging. Opportunities for conducting recreation programs for the aging will utilize the local community. Prerequisite: REC 101, 102, 103, 104

SIXTH QUARTER

REC 203 - Water Related Sports and Activities	2	4	3
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This course is intended to develop an understanding of the values, objectives, and skills involved in a swimming and water sports program. Particular attention will be given to swimming and water activities for the handicapped. The organizational and administrative aspects of a swimming program, teaching progressions and methods, and water games will be included. The water skills will be taught at a local pool. Prerequisite: REC 102, 103

REC 205 - Nature and Outdoor Recreation	3	0	3
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The purpose of this course is to acquaint the student with recreation and its relationship to our natural surroundings. Attention will be focused on conservation, wildlife, nature, projects for all seasons, and other activities. Planning a nature and outdoor recreation program for the handicapped will also be stressed. Local points of interest will be visited. Prerequisite: None

REC 215 - Recreation Administration	3	0	3
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This course is designed to introduce the student to basic principles and concepts of recreation administration. Primary emphasis will be on the administration of hospitals and municipal recreation programs. Administrative concern in personnel management, public relations, budgeting and finance, and legislation will be presented. Prerequisite: REC 101, 105, 201, 202

	Theory	Lab	Quarter Hours Credit
REC 213 - Seminar	2	2	3

The intent of this course is twofold: Promoting professionalism and conducting individual study and research. Special emphasis will include: professional organizations, personal interviews, personal appearance and human relations. The independent study will allow the student to research an area of special interest and make an oral presentation of his project. Prerequisite: The successful completion of five quarters in the Recreation Therapy Curriculum

REC 210 - Field Work	0	6	2
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This course is a continuation of REC 209, but once again the students will shift recreation environments in order to be exposed to a number of different types of recreation. Prerequisite: REC 208, 209

PSY 215 - Abnormal Psychology	3	0	3
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This is a survey course covering the major forms of abnormal behavior, of children and adults. Emphasis is placed on understanding the cause, treatment and prevention of those disorders. Prognosis for these forms of abnormal behavior is also discussed. Prerequisite: PSY 101, 206

SEVENTH QUARTER

REC 211 - Field Work (Summer)	0	27	9
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The seventh quarter of the Recreation Therapy Curriculum will be totally consumed with practical work experience in the student's chosen area of interest. Twenty-seven hours of field work per week will be devoted to on-the-job training. This placement will be under the direction of a full-time professional. Prerequisite: REC 208, 209, 210 or permission of the instructor.

Students who have made satisfactory work during their first year for course work may be considered for field work during the summer between their freshman and sophomore years. Consideration and selection for this option is done on an individual basis and the appropriate recommendation must be made by the chairman of the Department of Recreation Therapy.

DIPLOMA PROGRAMS



DIPLOMA PROGRAMS COURSES OFFERED

Air Conditioning and Refrigeration

Automotive Mechanics

Cosmetology

Electrical Installation and Maintenance

Light Construction Trades

Marine Engine Mechanics

Practical Nurse Education

Welding

ADMISSION REQUIREMENTS

1. Must be at least 18 years of age, or his high school class must have graduated.
2. Must possess a high school diploma or its equivalency. However, some exceptions are made for individuals whose age and maturity make success in a Diploma Program likely. To enter the Practical Nurse Education Program an applicant must have a high school diploma or equivalent.
3. Must complete tests where applicable. These tests will be used solely to aid in student advisement, placement, and guidance except in the case of application for Practical Nurse Education where test scores are used to qualify applicants for admission.
4. A personal interview is required.

ADMISSION PROCEDURE

1. Submit completed application.
2. Have transcripts of all previous education mailed to the Institute.
3. Satisfy admission test requirements.
4. Arrange for a personal interview when requested.
5. Submit medical form/questionnaire to the Institute.

AIR CONDITIONING AND REFRIGERATION

PURPOSE OF CURRICULUM

In recent years the use of air conditioning and refrigeration equipment has increased tremendously. Practically all new building construction for business and commercial use have "all year" comfort systems. With this great upswing in the use of air conditioning and refrigeration equipment, a greater demand is made on trained personnel to install, operate, maintain and service this equipment.

This curriculum is designed to give the student practical knowledge that will enable them to become capable service men in the industry. Job opportunities exist with companies that specialize in air conditioning, automatic heating, sheet metal and commercial refrigeration installation and service. The service man is employable in areas of sales, maintenance, installation and in the growing fields of truck and trailer refrigeration.

JOB DESCRIPTION

The air conditioning and refrigeration mechanic installs, inspects, maintains, services and repairs domestic and commercial equipment. Connects motors, compressors, temperature controls, humidity controls, and circulating fans to control panels. Tests systems, observes pressure, vacuum gauges and adjusts controls to insure proper operation.

AIR CONDITIONING AND REFRIGERATION

CURRICULUM BY QUARTERS

			Theory	Lab	Quarter Hours Credit
FIRST QUARTER					
ENG	1101	Reading Improvement	3	0	3
MAT	1101	Fundamentals of Mathematics	5	0	5
ELC	1102	Basic Electricity	5	0	5
AHR	1121	Principles of Refrigeration	7	10	10
			20	10	23
SECOND QUARTER					
ENG	1102	Communication Skills	3	0	3
PSY	1116	Psychrometric Chart Reading	1	3	2
BUS	1120	Bookkeeping	3	0	3
AHR	1122	Domestic and Commercial Refrigeration	3	8	5
AHR	1125	Heating Oil and Gas Burners	3	6	5
			13	17	18
THIRD QUARTER					
BUS	1103	Small Business Operations	3	0	3
AHR	1103	Controllers and Motors	5	0	5
AHR	1123	Principles of Air Conditioning	3	10	6
AHR	1128	Automatic Controls	3	6	5
			14	16	19
FOURTH QUARTER					
PSY	1101	Human Relations	3	0	3
WLD	1101	Basic Gas Welding	3	7	6
AHR	1124	Air Conditioning and Refrigeration	3	6	5
AHR	1126	All Year Comfort Systems	3	6	5
			12	19	19

COURSE DESCRIPTION

FIRST QUARTER

ENG 1102 - Reading Improvement	3	0	3
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Designed to improve the student's ability to read rapidly and accurately. Special machines are used for class drill to broaden the span of recognition, to increase eye coordination and word group recognition and to train for comprehension in larger units. Prerequisite: None.

	Theory	Lab	Quarter Hours Credit
MAT 1101 - Fundamentals of Mathematics	5	0	5

Practical number theory. Analysis of basic operations; addition, subtraction, multiplication and division, fractions, decimals, power and roots, percentages, ratio and proportion. Plane and solid geometric figures used in industry; measurement of surfaces and volumes. Introduction to algebra used in trades. Practice in depth. Prerequisite: None.

ELC 1102 - Basic Electricity	5	0	5
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The use and care of test instruments and equipment used in servicing electrical apparatus for air conditioning and refrigeration installations. Electrical principles and procedures for trouble-shooting of various electrical devices used in air conditioning, heating and refrigeration equipment. Included will be transformers, various types of motors and starting devices, switches, electrical heating devices and wiring. Prerequisite: None.

AHR 1121 - Principles of Refrigeration	7	10	10
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An introduction to the principles of refrigeration, terminology, the use and care of tools and equipment, and the identification and the function of the component parts of a system. Other topics to be included will be the basic laws of refrigeration; characteristics and comparison of the various refrigerants; the use and construction of valves, fittings, and basic controls. Practical work includes tube bending, flaring and soldering. Standard procedures and safety measures are stressed in the use of special refrigeration service equipment and the handling of refrigerants. Prerequisite: None.

SECOND QUARTER

ENG 1102 - Communication Skills	3	0	3
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Designed to promote effective communication through correct language usage in speaking and writing. Prerequisite: ENG 1101.

PSY 1116 - Psychrometric Chart Reading	1	3	2
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The student will after classroom instruction, read the psychrometric chart. Study psychrometric terms along with a sling psychrometer, work problems on the chart, wet bulb temperature, dry bulb temperature, relative humidity, grains of moisture, and dewpoint temperature. Prerequisite: None

BUS 1120 - Bookkeeping	3	0	3
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Principles, techniques and tools of accounting, for understanding of the mechanics of accounting - collecting, summarizing, analyzing, and reporting information about service and mercantile enterprises, to include practical application of the principles learned. Prerequisite: MAT 1101.

	Theory	Lab	Quarter Hours Credit
AHR 1122 - Domestic and Commerical Refrigeration 3		8	5
Domestic refrigeration servicing of conventional, hermetic, and absorption systems. Cabinet care, controls, and system maintenance in domestic refrigerators, freezers, and window air conditioning units is stressed. Commercial refrigeration servicing of display cabinets, walk-in cooler and freezer units, and mobile refrigeration systems are studied. The use of manufacturer's catalogs in sizing and matching system components and a study of controls, refrigerants, servicing methods are studied. The American Standard Safety Code for Refrigeration is studied and its principles practiced. Prerequisite: AHR 1121..			

AHR 1125 - Heating Oil and Gas Burners	3	6	5
The student will after classroom instruction identify and disassemble all components of the vapor type heating unit. The student will after instruction adjust the cut off and fuel pressure of an oil burner fuel pump. The student will after instruction identify and demonstrate by drawing all components of an oil burner. (gun type) The student will after classroom instruction locate and correct five troubles placed on the electric heat trainer. (Provided trainers are received.) The student will after classroom instruction locate and correct five troubles placed on the gas heater trainer. (Provided trainers are received.) The student will after classroom instruction locate and correct five troubles placed on the oil burner trainer. (Provided trainers are received.) Prerequisite: None			

THIRD QUARTER

BUS 1103 - Small Business Operations	3	0	3
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An introduction to the business world, problems of small business operation, basic business law, business forms, and records, financial problems, ordering and inventorying, layout of equipment and offices, methods of improving business, and employer-employee relations. Prerequisite: None.

AHR 1103 - Controllers and Motors	5	0	5
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The student after classroom instruction will wire controllers to electric motor, put pull in relays on compressors and trace wiring systems out according to wire-up systems. Prerequisite: None.

AHR 1123 - Principles of Air Conditioning	3	10	6
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Work includes the selection of various heating, cooling and ventilating systems, investigation and control of factors affecting air cleaning, movement, temperature, and humidity. Use is made of psychrometric charts in determining needs to produce optimum temperature and humidity control. Commercial air conditioning equipment is assembled and tested. Practical sizing and balancing of duct work is performed as needed. Prerequisite: AHR 1222.

	Theory	Lab	Quarter Hours Credit
AHR 1128 - Automatic Controls	3	6	5

Types of automatic controls and their function in air conditioning systems. Included in the course will be electric and pneumatic controls for domestic and commercial cooling and heating; zone controls, unit heater and ventilator controls, commercial fan systems controls, commercial refrigeration controls, and radiant panel controls. Prerequisite: ELC 1102, AHR 1122.

FOURTH QUARTER

PSY 1101 - Human Relations	3	0	3
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A study of basic principles of human behavior, the problems of the individual are studied in relation to society, group membership, and relationships within the work situation. Prerequisite: None.

WLD 1101 - Basic Gas Welding	3	7	6
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Welding demonstrations by the instructor and practice by students in the welding shop. Safe and correct methods of assembling and operating the welding equipment. Practice will be given for surface welding, bronze welding, silver soldering, and flame-cutting methods applicable to mechanical repair work. Prerequisite: None.

AHR 1124 - Air Conditioning and Refrigeration	3	6	5
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Emphasis is placed on the installation, maintenance, and servicing of equipment used in the cleaning, changing, humidification and temperature control of air in an air conditioned space. Installation of various ducts and lines needed to connect various components is made. Shop work involves burner operation, controls, testing and adjusting of air conditioning and refrigeration equipment, and location and correction of equipment failure. Prerequisite: AHR 1123.

AHR 1126 - All Year Comfort Systems	3	6	5
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Auxiliary equipment used in conjunction with refrigeration systems to provide both heating and cooling for "all year" comfort will be studied and set up in the laboratory. Included will be oil fired systems, gas fired systems, water circulating systems, and electric-resistance systems. Installation of heat pumps will be studied along with servicing techniques. Reversing valves, special types of thermostatic expansion valves, systems of de-icing coils, and electric wiring and controls are included in the study. Prerequisite: AHR 1123, AHR 1128.

AUTOMOTIVE MECHANICS

PURPOSE OF CURRICULUM

This curriculum provides a training program for developing the basic knowledge and skills needed to inspect, diagnose, repair or adjust automotive vehicles. Manual skills are developed in practical shop work. Thorough understanding of the operating principles involved in the modern automobile comes in class assignments, discussion, and shop practice.

Complexity in automotive vehicles increases each year because of scientific discovery and new engineering. These changes are reflected not only in passenger vehicles, but also in trucks, buses and a variety of gasoline-powered equipment. This curriculum provides a basis for the student to compare and adapt to new techniques for servicing and repair as vehicles are changed year by year.

JOB DESCRIPTION

Automobile mechanics maintain and repair mechanical, electrical, and body parts of passenger cars, trucks, and buses. In some communities and rural areas they also service tractors and other gasoline-powered equipment. Mechanics inspect and test to determine the causes of faulty operation. They repair or replace defective parts to restore the vehicle or machine to proper operating condition. They use shop manuals and other technical publications.

Automotive mechanics in smaller shops usually are general mechanics qualified to perform a variety of repair jobs. A large number of automobile mechanics specialize in particular types of repair work. Usually such specialists have an all-round knowledge of automotive repair and may occasionally be called upon to do other types of work.

AUTOMOTIVE MECHANICS

CURRICULUM BY QUARTERS

		Theory	Lab	Quarter Hours Credit
FIRST QUARTER				
ENG 1101	Reading Improvement	3	0	3
MAT 1101	Fundamentals of Mathematics	5	0	5
PME 1101	Internal Combustion Engine	4	15	9
DFT 1101	Schematics and Diagrams-Tools and Engines	2	1	2
		14	16	19

			Theory	Lab	Quarter Hours Credit
SECOND QUARTER					
ENG	1102	Communication Skills	3	0	3
BUS	1120	Bookkeeping	3	0	3
PME	1102	Engine Electrical and Fuel Systems	6	11	9
DFT	1102	Schematics and Diagrams- Electric and Fuel	1	3	2
AUT	1121	Basic Hydraulics	1	3	2
			14	17	19

THIRD QUARTER

BUS	1103	Small Business Operations	3	0	3
AUT	1122	Braking System	2	4	3
AHR	1101	Auto Air Conditioning Repair	2	3	3
AUT	1123	Auto Chassis and Suspension System	3	10	6
DFT	1103	Schematics and Diagrams-Suspension and Braking	0	3	1
			10	20	16

FOURTH QUARTER

PSY	1101	Human Relations	3	0	3
AUT	1125	Automotive Servicing	3	0	6
AUT	1124	Automotive Power Train System	3	12	7
WLD	1101	Basic Gas Welding	0	3	1
			9	24	17

COURSE DESCRIPTION**FIRST QUARTER**

ENG 1101 - Reading Improvement	3	0	3
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Designed to improve the student's ability to read rapidly and accurately. Special machines are used for class drill to broaden the span of recognition, to increase eye coordination and word group recognition and to train for comprehension in larger units. Prerequisite: None.

MAT 1101 - Fundamentals of Mathematics	5	0	5
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Practical number theory. Analysis of basic operations: addition, subtraction, multiplication, division, fractions, decimals, powers and roots, percentages, ratio and proportion. Plane and solid geometric figures used in industry;

	Theory	Lab	Quarter Hours Credit
measurement of surfaces and volumes. Introduction to algebra used in trade. Practice in depth. Prerequisite: None.			
PME 1101 - Internal Combustion Engine	4	15	9
Development of a thorough knowledge and ability in using, maintaining, and storing the various hand tools and measuring devices needed in engine repair work. Study of the construction and operation of components of internal combustion engines. Testing of engine performance, servicing and maintenance of pistons, valves, cams, and camshafts, fuel and exhaust systems, cooling systems, proper lubrication, and methods of testing, diagnosing and repairing. Prerequisite: None.			
DFT 1101 - Schematics and Diagrams Tools and Engines	2	1	2
Interpretation and reading of the schematics and diagrams. Development of ability to read and interpret blueprints, charts, instruction and service manuals, and wiring diagrams. Information on the basic principles of lines, views dimensioning procedures, and notes. Prerequisite: None.			
ENG 1102 - Communication Skills	3	0	3
Designed to promote effective communication through correct language usage in speaking and writing. Prerequisite: None.			
BUS 1120 - Bookkeeping	3	0	3
Principles, techniques and tools of accounting for understanding of the mechanics of accounting-collecting, summarizing, analyzing, and reporting information about service and mercantile enterprises, to include practical application of the principles learned. Prerequisite: MAT 1101.			
PME 1102 - Engine Electrical and Fuel System	6	11	9
A thorough study of the electrical and fuel systems of the automobile. Battery cranking mechanisms, generator, ignition, accessories and wiring, fuel pumps, carburetors, and fuel injectors. Characteristics of fuels, types of fuel systems, special tools, and testing equipment for the fuel and electric system. Prerequisite: PME 1101.			
DFT 1102 - Schematics and Diagram-Electric and Fuel	1	3	2
Interpretation and reading of schematic prints and diagrams. Making sketches of electrical wiring and fuel system components for automotive engines and other internal combustion engines. Learning to identify the various components of the systems by sketching and labeling parts. Practice in tracing wiring systems and diagnosing trouble by using schematics and diagrams found in the automotive service manuals. Prerequisite: DFT 1101.			

	Theory	Lab	Quarter Hours Credit
AUT 1121 - Basic Hydraulics	1	3	2

Theory and application of hydraulic systems. A study of pumps, lines, and valves used with equipment for marine and automotive applications. Prerequisite: None.

THIRD QUARTER

BUS 1103 - Small Business Operations	3	0	3
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An introduction to the business world, problems of small business operation, basic business law, business forms and records, financial problems, ordering and inventorying, layout of equipment and offices, methods of improving business, and employer-employee relations. Prerequisite: None.

AUT 1122 - Braking System	2	4	3
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A complete study of various braking systems employed on automobiles and light weight trucks. Emphasis is placed on how they operate, proper adjustment, and repair. Prerequisite: AUT 1121.

AHR 1101 - Auto Air Conditioning Repair	2	3	3
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General introduction to the principles of refrigeration, study of the assembly of the components and connections necessary in the mechanisms, the methods of operation, and control, proper handling of refrigerants in charging the system. Prerequisite: None.

AUT 1123 - Auto Chassis and Suspension System	3	10	6
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Principles and functions of the components of automotive chassis. Practical job instruction on adjusting and repairing of suspension and steering systems. Units to be studied will be shock absorbers, springs, steering systems, steering linkage, and front end alignment. Prerequisite: PME 1102.

DFT 1103 - Schematics and Diagrams - Suspension and Braking	0	3	1
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Interpretation of prints, schematics and diagrams pertaining to automotive chassis and braking systems. A study of components that make up the front suspension, differential assembly and brake assemblies. Prerequisite: AUT 1121.

FOURTH QUARTER

PSY 1101 - Human Relations	3	0	3
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A study of basic principles of human behavior. The problems of the individual

	Theory	Lab	Quarter Hours Credit
are studied in relation to society, group membership, and relationships within the work situation. Prerequisite: None.			
AUT 1125 - Automotive Servicing	3	9	6
Emphasis is on the shop procedures necessary in determining the nature of troubles developed in the various component systems of the automobile. Troubleshooting of automotive systems, providing a full range of experiences in testing, adjusting, repairing, and replacing. Prerequisite: AUT 1123, AUT 1121, AHR 1101.			
AUT 1124 - Automotive Power Train System	3	12	7
Principles and functions of automotive power train systems: clutches, transmission, gears, torque converters, drive shaft assemblies, rear axles and differentials. Identification of troubles, servicing and repair. Prerequisite: AUT 1123.			
WLD 1101 - Basic Gas Welding	0	3	1
Welding demonstration by the instructor and practice by students in the welding shop. Safe and correct methods of assembling and operating the welding equipment. Practice will be given for surface welding, bronze welding, silver soldering, and flame-cutting methods applicable to mechanical work. Prerequisite: None.			

COSMETOLOGY

PURPOSE OF CURRICULUM

The Cosmetology Curriculum is designed to prepare the student for employment in the field of cosmetology. Cosmetology has become a science consisting of the use of cosmetics based on scientific principles. The curriculum provides instruction and practice in manicuring, shampooing, permanent waving, facials, massages, scalp treatments, hair cutting and styling.

JOB DESCRIPTION

Upon the completion of this course, and the successful passing of a comprehensive examination administered by the North Carolina State Board of Cosmetic Art, a license is given. The cosmetologist is called upon to advise men and women on problems of make-up, and care of the hair, skin, and hands, including the nails.

COSMETOLOGY

CURRICULUM BY QUARTERS

		Theory	Lab	Quarter Hours Credit
FIRST QUARTER				
	Day			
C1001	Scientific Study I	5	0	5
C1011	Clinical Application I	0	30	10
	(Mannequin Practice)	5	30	15
	Night			
C1001	Scientific Study I	4	0	4
C1011	Clinical Application I	0	16	5
	(Mannequin Practice)	4	17	9
SECOND QUARTER				
	Day			
C1002	Scientific Study II	5	0	5
C1022	Clinical Application II	0	30	10
	Night			
C1002	Scientific Study II	4	0	4
C1022	Clinical Application II	0	16	5
		4	16	5

		Theory	Lab	Quarter Hours Credit
THIRD QUARTER				
Day				
C1003	Scientific Study III	5	0	5
C1033	Clinical Application III	0	30	10
		5	30	15
Night				
C1003	Scientific Study III	4	0	4
C1033	Clinical Application III	0	16	5
		4	16	9

FOURTH QUARTER

Day				
C1004	Scientific Study IV	5	0	5
C1044	Clinical Application IV	0	30	10
		5	30	15
Night				
C1004	Scientific Study IV	4	0	4
C1044	Clinical Application IV	0	16	5
		4	16	9

COURSE DESCRIPTION**FIRST QUARTER**

C1001 - Scientific Study I	Day -	5	0	5
	Night -	4	0	4

This is a course for beginners in Cosmetology. It includes a study of professional ethics, grooming and personality development, sterilization, sanitation, first aid and bacteriology, cosmetology law, anatomy, chemistry, nails, nail disorder, manicuring, hair, scalp, skin, and disorders pertaining to the hair, scalp, and skin. Prerequisite: None.

C1011 - Clinical Application I	Day -	0	30	10
(Mannequin Practice)	Night -	0	16	5

A study of finger waving, pin curling, rollers, marcelling, hair relaxing, shampooing, rinses, scalp treatment, hair cutting, permanent waving, hairdressing and combing, hair tinting, bleaching, frosting, streaking, wig care and styling. Prerequisite: None.

SECOND QUARTER

C1002 - Scientific Study	Day -	5	0	5
	Night -	4	0	4

A classroom study of skin, scalp, hair, nails, and their disorders, salesmanship,

permanent waving, marcelling, relaxing, hairdressing, wigs, and hair coloring. Prerequisite: None.

	Theory	Lab	Quarter Hours Credit
C1022 - Clinical Application II	Day - . . 0	30	10
	Night - 0	16	5

A study of live model performance. This course is designed to develop skills and understanding of techniques and applications in the areas of bacteriology, pin curling, finger waving, rollers, permanent waving, marcelling, chemical relaxing, hairdressing and wigs, manicuring and pedicuring, skin and scalp disorders, hair coloring, and hair cutting. Prerequisite: None.

THIRD QUARTER

C1003 - Scientific Study III	Day - . . 5	0	5
	Night - . 4	0	4

A classroom study of anatomy, manicuring, chemistry, cosmetics, facials, hair styling, theory of massage, scalp treatments, superfluous hair removal, grooming, and hygiene. Prerequisite: None.

C1022 - Clinical Application III	Day - . . 0	30	10
	Night - . 0	16	5

This course gives continued laboratory practice and application of techniques in hair shaping, profession ethics, manicuring, chemistry, cosmetics, facials, hair styling, hair coloring, (rinses, etc.) and scalp treatment. Prerequisite: None.

FOURTH QUARTER

C1004 - Scientific Study IV	Day - . . 5	0	5
	Night - 4.	0	4

A classroom study of chemistry, sanitation, sterilization, hair coloring, and lash and brow tinting, artistry in hair styling, beauty salon salesmanship management, electricity, cold waving and hair shaping. Prerequisite: None.

C1044 - Clinical Application IV	Day - . . 0	30	10
	Night - . 0	16	5

A continued study of laboratory practices in chemistry, sanitation, sterilization, hair coloring and lash and brow tinting, artistry in hair styling, cold waving, and hair shaping. Prerequisite: None.

ELECTRICAL INSTALLATION AND MAINTENANCE

PURPOSE OF CURRICULUM

The rapid expansion of the national economy and the increasing development of new electrical products is providing a growing need for qualified people to install and maintain electrical equipment. By mid-1960 more than 350,000 were employed as either construction electricians or maintenance electricians. Between 5,000 and 10,000 additional tradesmen are required each year to replace those leaving the industry. It is expected that the total requirements for electrical tradesmen will reach 500,000 by 1966 and 700,000 by 1970. The majority of the electrical tradesmen today are trained through apprenticeship or on-the-job training programs.

This curriculum guide will provide a training program in the basic knowledge, fundamentals, and practices involved in the electrical trades. A larger portion of the program is devoted to laboratory and shop instruction which is designed to give the student practical knowledge and application experience in the fundamentals taught in class.

JOB DESCRIPTION

The graduate of the electrical trades program will be qualified to enter an electrical trade where he will assist in the planning, layout, installation, check out, and maintenance of systems in residential, commercial, or industrial plants. He will have an understanding of the fundamentals of the National Electrical Code regulations as related to wiring installations, electrical circuits, and the measurements of voltage, current, power, and power factor of single and polyphase alternating circuits. He will have a basic knowledge of motor and motor control systems, industrial electronic control systems, business procedures, organization and practices, communicative skills, and the necessary background to be able to advance through experience and additional training through up-grading courses offered in the center.

ELECTRICAL INSTALLATION AND MAINTENANCE

CURRICULUM BY QUARTERS

	Theory	Lab	Quarter Hours Credit
FIRST QUARTER			
ELC 1112 Electrical Theory	5	9	8

			Theory	Lab	Quarter Hours Credit
ELC	1127	Electrical Materials and Tools	0	3	1
ENG	1101	Reading Improvement	3	0	3
MAT	1101	Fundamentals of Mathematics	5	0	5
ELC	1105	Shop Science	3	2	4
			16	14	21

SECOND QUARTER

ELC	1126	National Electrical Code	3	4	4
DFT	1109	Electrical Blueprints and Layouts	1	4	2
ELC	1124A	Residential Installation	3	9	6
ENG	1102	Communication Skills	3	0	3
BUS	1120	Bookkeeping	3	0	3
			13	17	18

THIRD QUARTER

ELC	1124B	Residential Installations	2	7	4
BUS	1103	Small Business Operations	3	0	3
ELC	1113	Electric Motors and Controls	6	12	10
			11	19	17

FOURTH QUARTER

ELC	1125	Commercial Installations	5	13	19
ELC	1129	Industrial Installations	3	6	5
PSY	1101	Human Relations	3	0	3
			11	19	17

COURSE DESCRIPTION**FIRST QUARTER**

ELC 1112 - Electric Theory	5	9	8
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A study of the Electron Theory and Magnetism. The relationship between voltage, current and resistance. Electrical terms and symbols. Basic electrical circuits, series, parallel and combination. Types of electrical measuring devices and how to apply them in electrical circuits. Electrical systems for lighting and power. (wye and delta) Prerequisite: None.

ELC 1127 - Electrical Materials and Tools	0	3	1
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Provides instruction in the knowledge and use of electrical hardwares and devices. Their use and application in the electrical installations. Types of

Quarter
Hours
Credit

Theory Lab

electrical conductors and cable. Steel electrical raceways. Overcurrent protection devices. General knowledge of electrical tools, care and maintenance of tools and equipment. Prerequisite: ELC 1112.

ENG 1101 - Reading Improvement 3 0 3

Designed to improve the student's efficiency and comprehension skills in reading. Time is also devoted to developing effective study habits, basic vocabulary, and the elements of simple paragraph development. Prerequisite: None.

MAT 1101 - Fundamentals of Mathematics 5 0 5

This course analyzes basic concepts and operations on the base-10 numeration system, develops the use of formulas, and emphasizes skills in solving problems in electrical and related business calculations. Other topics may include powers of 10, scientific notation, tables and their interpretation, measurement of surfaces and volumes, wire sizes, roots, and related subjects. Prerequisite: None.

ELC 1105 - Shop Science 3 2 4

Principles of measurement and a study of electricity. Subjects such as electron theory, magnetism, electromagnetism and its application, and elements of circuits and their effect on current will be considered. Prerequisite: None.

SECOND QUARTER

ELC 1126 - National Electrical Code 3 4 4

Introduction to the National Electrical Code. The purpose and interpretations of the Articles of the Code. Prerequisite: ELC 1112, MAT 1101, ELC 1127.

DFT 1109 - Electrical Blueprints and Layouts 1 4 2

Provides a basic working knowledge of how to read and understand electrical plans and circuits. How to draw and make drawings of electrical plans and circuits. Use of electrical symbols in blueprints and wiring diagrams. Planning and estimating electrical requirements from plans. Prerequisite: ELC 1112, ELC 1126, ELC 1127.

ELC 1124A - Residential Installation 3 9 6

Provides instruction and application in the installation of electrical requirements in residential dwellings. Regulations governing the wiring as listed in the National Electrical Code and in the specifications. Load calculation for family type dwellings. Installation of service equipment and branch circuits in actual building mock-ups. Prerequisite: ELC 1112, MAT 1101, ELC 1126, ELC 1127, DFT 1109, ELC 1113.

	Theory	Lab	Quarter Hours Credit
ENG 1102 - Communication Skills	3	0	3

Fundamentals of correct language usage are applied to the business letter and the single business or technical report. Prerequisite: ENG 1101.

BUS 1120 - Bookkeeping	3	0	3
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Principles, techniques and tools of accounting, for understanding of the mechanics of accounting- collecting, summarizing, analyzing, and reporting information about service and mercantile enterprises, to include practical application of the principles learned. Prerequisite: MAT 1101.

THIRD QUARTER

ELC 1124B - Residential Installation	2	7	4
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Provides instruction and application in the installation of electrical requirements in residential dwellings. Regulations governing the wiring as listed in the National Electrical Code and in the specifications. Load calculations for family type dwellings. Installation of service equipment and branch circuits in actual building mock-ups. Prerequisite: ELC 1112, MAT 1101, ELC 1126, ELC 1127, DFT 1109, ELC 1124A, ELC 1113.

BUS 1103 - Small Business Operations	3	0	3
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An introduction to the business law, business forms and records, financial problems, ordering and inventorying, layouts of equipment and offices, methods of improving business, and employer-employee relations. Prerequisite: None.

ELC 1113 - Electrical Motors and Controls	6	12	10
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Provides instruction and application in the installation of electrical motors and control devices, manual, automatic, remote control stations, relays, dual motor operations. Maintenance and trouble shooting, repair of controllers and control devices. Types of electrical motors, single phase, and three phase. Maintenance and repair of electrical motors. Prerequisite: ELC 1112, ELC 1126, DFT 1109, ELC 1124A, B, ELC 1127.

FOURTH QUARTER

ELC 1125 - Commercial Installation	5	13	9
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Provides instructions and application in the installation of electrical service equipment and branch circuits in commercial type buildings. Requirements for electrical service as set forth by the National Electrical Code. Load calculations. Actual wiring of commercial type installation in buildings. Prerequisite: ELC 1112, MAT 1101, ELC 1126, ELC 1127, DFT 1109, ELC 1124, ELC 1113.

PSY 1101 - Human Relations	3	0	3
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A study of the principles of human behavior. The problems of the individual are

	Theory	Lab	Quarter Hours Credit
studied in relation to society, group memberships and relationship within the work situation. Prerequisite: None.			
ELC 1129 - Industrial Installation	3	6	5
Provides instructions and application in installation of electrical service in industrial type buildings. Installation of three phase power circuits. National Electrical Code requirements. Prerequisite: ELC 1112, MAT 1101, ELC 1126, ELC 1127, DFT 1109, ELC 1124A, B, ELC 1125, ELC 1113.			

LIGHT CONSTRUCTION

PURPOSE OF CURRICULUM

Young men who are interested in construction and maintenance of small buildings should find this program to their liking. Particular emphasis is placed on the construction of residential and small commercial buildings.

The program is designed to prepare the learners to enter employment with preparatory training in the basic building trades of carpentry, masonry, concrete work, and knowledge of plumbing and electrical installation and maintenance.

Instruction is presented in the proper care and use of tools including the steel square and power machinery. Some of the units of study are foundations, house framing, roofing, interior trim, floors, walkways, bricklaying, stone work, plastering and dry-walls, and various window installations. Related instruction is given in electrical and plumbing installation and maintenance, applied mathematics, estimating, bluepring reading and sketching, specifications and contracts, small business operations, and human relations.

JOB DESCRIPTION

Employment may be obtained with contractors that specialize in the light construction building trades. These contractors employ carpenters, masons, concrete workers, plumbers, heating and air-conditioning mechanics and electricians. Graduates may be employed as apprentices in some areas with advanced credit. Workers in these trades are in demand not only for installation but also building maintenance mechanics in small industries, apartments and hotels, public buildings and hospitals.

Light construction workers with adequate experiences and continuing education may qualify as foremen or contractors.

LIGHT CONSTRUCTION

CURRICULUM BY QUARTERS

				Theory	Lab	Quarter Hours Credit
FIRST QUARTER						
MAT	1101	Fundamentals of Math		5	0	5
MAS	1101	General Masonry		5	12	0
ENG	1101	Reading Improvement		3	0	3
DFT	1110	Blueprint Reading: Building				
		Trades		5	0	5
				18	12	22

SECOND QUARTER

		Theory	Lab	Quarter Hours Credit
ENG	1102 Communication Skills	3	0	3
CAR	1101 Carpentry	5	16	10
DFT	1111 Blueprint Reading & Sketching	3	0	3
BUS	1120 Bookkeeping	3	0	3
		14	16	19

THIRD QUARTER

BUS	1103 Small Business Operations	3	0	3
CAR	1102 Carpentry	2	15	7
ELC	1102 Applied Electricity	2	3	3
PLU	1115 Plumbing	2	3	3
		9	21	16

FOURTH QUARTER

PSY	1101 Human Relations	3	0	3
PAD	1124 Painting and Decorating	2	8	4
MEC	1135 Mechanical Installations	1	3	2
CAR	1103 Carpentry	1	12	5
		7	23	14

COURSE DESCRIPTION**FIRST QUARTER**

MAT 1101 - Fundamentals of Math	3	0	3
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Practical number theory. Analysis of basic operations: addition, subtraction, multiplication, and division. Fractions, decimals, powers and roots, percentages, ratio and proportion as applied to the building trades. Prerequisite: None.

MAS 1101 - General Masonry	5	12	9
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The history of the bricklaying and the masonry industry, raw materials, basic manufacturing processes and terminology. Clay and shell brick, mortar, laying foundations, cutting masonry materials, bonding, and the use, care, and maintenance of tools. Practice is given in selecting the proper mortars, layout and construction of various building elements. Prerequisite: None.

ENG 1101 - Reading Improvement	3	0	3
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Designed to improve the student's ability to read rapidly and accurately. Special machines are used for class drill to broaden the span of recognition, to increase eye coordination and word group recognition and to train for comprehension in larger units. Prerequisite: None.

	Theory	Lab	Quarter Hours Credit
DFT 1110 - Blueprint Reading: . Building Trades	5	0	5

Principles of interpreting blueprints and specifications common to the building trades. Development of proficiency in making three-view and pictorial sketches. Prerequisite: None.

SECOND QUARTER

ENG 1102 - Communication Skills	3	0	3
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Designed to promote effective communication through correct language usage in spelling and writing. Prerequisite: ENG 1101.

CAR 1101 - Carpentry	5	15	10
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A brief history of carpentry and present trends of the construction industry. The course will involve operation care and safe use of carpenters handtools and powertools in cutting, shaping and joining construction materials used by the carpenter. Major topics of study will include theoretical and practical applications involving: materials and methods of construction, building layouts, preparation of site, footings and foundation wall construction including form construction and erection. Prerequisite: None.

DFT 111 - Blueprint Reading & Sketching	3	0	3
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Principles of interpreting blueprints and specifications common to the building trades. Practice in reading details for grades, foundations, floor plans, elevations, walls, doors and windows, and roofs of buildings. Development of proficiency in making three-view and pictorial sketches. Prerequisite: DFT 1110.

BUS 1120 - Bookkeeping	3	0	3
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Principles, techniques and tools of accounting, for understanding of the mechanics of accounting--collecting, summarizing, analyzing, and reporting information about service and mercantile enterprises, to include practical application of the principles learned. Prerequisite: MAT 1101.

THIRD QUARTER

BUS 1103 - Small Business Operations	3	0	3
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An introduction to the business world, problems of small business operations, basic business law, business forms, and records, financial problems. Ordering and inventorying, layout of equipment and offices, methods of improving business, and employer-employee relations. Prerequisite: None.

CAR 1102 - Carpentry	2	15	7
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Practical applications in rough carpentry which consists of: framing, roofing, window and exterior door installation, exterior wall covering, and exterior

	Theory	Lab	Quarter Hours Credit
trim. Prerequisite: CAR 1101, DFT 1110, DFT 1111.			

ELC 1102 - Applied Electricity	2	3	3
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The use and care of test instruments and equipment used in servicing electrical apparatus, for air-conditioning and refrigeration installations. Electrical principles and procedures for trouble-shooting of various electrical devices used in air-conditioning, heating and refrigeration equipment. Included will be transformers, various types of motors and starting devices, switches, electrical heating devices and wiring. Prerequisite: None.

PLU 1115 - Plumbing	2	3	3
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The students are introduced to the tools, fittings and equipment used by plumbers. They spend considerable time learning to handle these materials and tools correctly by: cutting pipe, threading, caulking, and sweating joints of the various kinds of pipe and tubing. Plumbing installations are made to provide practical applications. Heating devices, the storage and circulation of hot water will be studied. The student will receive practice in the installation of various plumbing fixtures and the proper use of traps. Field trips should be taken to study various types of installation. Prerequisite: None.

FOURTH QUARTER

PSY 1101 - Human Relations	3	0	3
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A study of basic principles of human behavior. The problems of the individual are studied in relation to society, group membership, and relationship within the work situation. Prerequisite: None.

PAD 1124 - Painting and Decorating	2	8	4
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Instruction is given in preparing interior surfaces and exterior areas for painting and finishing. Training is given in the operation of sanding and spray equipment as well as the application of stains, fillers, putties and paint by hand. Instruction is offered in protecting property, erection of scaffolds, application of various types of materials, plus the evaluation of quality of finishes. Prerequisite: None.

MEC 1135 - Mechanical Installations	1	3	2
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Installations of built-in appliances and other mechanical equipment found in the modern home or small commercial building will be studied in connection with framing and finishing of the carpentry work. Also, the worker must understand the types of plumbing, heating, air-conditioning and automatic sprinkler systems to be installed along with other appliances as stoves, ovens, dishwashers, and refrigerators. Field trips are recommended. Prerequisite: None.

CAR 1103 - Carpentry	1	12	5
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Cabinet making and millwork as performed by the general carpenter for

	Theory	Lab	Quarter Hours Credit
building construction. Use of shop tools and equipment will be emphasized in learning methods of construction of millwork and cabinetry. Practical applications will include measuring, layout and construction of: base and wall cabinets, built in desk, door and window frames, stairs, and interior and exterior cornice and trim. Materials and finishes will also be studied. Prerequisite: CAR 1101, CAR 1102, DFT 1110, DFT 1111.			

MARINE ENGINE MECHANICS

PURPOSE OF CURRICULUM

Marine Engine Mechanics are in demand along the coastal waterways of North Carolina and other states where fishing and water recreation industries exist. This is a rapidly growing industry in many areas of the country. Single boat operations to large fleets exist for sport and commercial fishing and various recreational activities. These boats use propulsion systems ranging from one cylinder motors to large diesel units. These units require trained and skilled mechanics to maintain and service them for proper operation.

This program provides training for individuals interested in becoming mechanics to service and maintain the propulsion system for boats and various types of marine equipment. A thorough understanding of the operation principles of this equipment is provided through classroom instruction, laboratory experiments, group discussions and shop practice.

JOB DESCRIPTION

Marine engine mechanics maintain and repair mechanical, electrical, hydraulic, and pneumatic equipment used on boats and in industrial applications. Mechanics inspect and test to determine the causes of faulty operation; repair or replace defective parts to restore the machine or unit to proper operating condition; use of shop manuals, manufacturers' maintenance manuals, and other technical publications.

MARINE ENGINE MECHANICS

CURRICULUM BY QUARTERS

				Theory	Lab	Quarter Hours Credit
FIRST QUARTER						
DSL	1101	Internal Combustion Engines	4	15	9	
MAT	1101	Fundamentals of Mathematics	5	0	5	
ENG	1101	Reading Improvement	3	0	3	
DFT	1101	Schematics and Diagrams- Power Mechanics	2	1	2	
			14	16	19	

			Theory	Lab	Quarter Hours Credit
SECOND QUARTER					
PME	1102	Engine Electrical and Fuel Systems	6	16	11
ENG	1102	Communication Skills	3	0	3
BUS	1120	Bookkeeping	3	0	3
AUT	1121	Basic Hydraulics	1	3	2
			13	19	29

THIRD QUARTER

PME	1127	Marine Engine Servicing	4	13	8
BUS	1103	Small Business Operations	3	0	3
WLD	1101	Basic Gas Welding	0	5	1
PME	1128	Marine Power Train System	2	5	4
			9	23	16

FOURTH QUARTER

PME	1129	Marine Auxiliary Equipment	3	12	7
PME	1131	Marine Propulsion System Servicing	3	9	6
PSY	1101	Human Relations	3	0	3
			9	21	16

COURSE DESCRIPTION

FIRST QUARTER

DSL 1101 - Internal Combustion Engines	4	15	9
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Development of a thorough knowledge and ability in using, maintaining, and storing the various hand tools and measuring devices needed in engine repair work. Study of the construction and operation of components of internal combustion engines. Testing of engine performance; exhaust systems; cooling systems; proper lubrication; and methods of testing, diagnosing and repairing. Prerequisite: None.

MAT 1101 - Fundamentals of Mathematics	5	0	5
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Practical number theory. Analysis of basic operations: addition, subtraction, multiplication, and division. Fractions, decimals, powers and roots, percentages, ratio and proportion. Plane and solid geometric figures used in industry, measurement of surfaces and volume. Introduction to algebra used in trade. Practice in depth. Prerequisite: None.

ENG 1101 - Reading Improvement	3	0	3
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Designed to improve the student's ability to read rapidly and accurately. Special machines are used for class drill to broaden the span of recognition, to

	Theory	Lab	Quarter Hours Credit
increase eye coordination and word group recognition and to train for comprehension in larger units. Prerequisite: None.			

**DFT 1101 - Schematics and Diagram-Power
Mechanics**

2 1 2

Intpretation and reading of blueprints. Development of ability to read and interpret blueprints, charts, instruction and service manuals, and wiring diagrams. Information on the basic principles of lines, views, dimensioning procedures, and notes. Free hand sketches of parts and equipment is a part of the course. Prerequisite: None.

SECOND QUARTER

PME 1102 - Engine Electrical and Fuel Systems 6 16 11

A thorough study of fuel pumps, carburetors, and fuel injection systems. Characteristics of fuel, types of fuel systems, special tools, and testing equipment for the fuel system for marine engines. Prerequisite: PME 1101.

ENG 1102 - Communication Skills 3 0 3

Designed to promote effective communication through correct language usage in speaking and writing. Prerequisite: None.

BUS 1120 - Bookkeeping 3 0 3

Principles, techniques and tools of accounting, for understanding of the mechanics of accounting--collecting, summarizing, analyzing, and reporting information about service and mercantile enterprises, to include practical application of the principles learned. Prerequisite: MAT 1101.

AUT 1121 - Basic Hydraulics 1 3 2

Theory and application of hydraulic systems. A study of pumps, lines, and valves used with equipment for marine and automotive applications. Prerequisite: None.

THIRD QUARTER

PME 1127 - Marine Engine Servicing 4 13 8

A thorough familiarization with the various types of marine gasoline and diesel engine construction and the comparison of system designs. Emphasis is on the engine servicing: troubleshooting, disassembly, cleaning, and inspection of parts, procuring replacement parts, installing new parts, reassembly, checking, and adjusting under operating conditions. Job sheets and various reports to be completed by the mechanic. Prerequisite: PME 1102.

BUS 1103 - Small Business Operations 3 0 3

An introduction to the business world, problems of small business operation,

basic business law, business forms, and records, financial problems, ordering and inventorying, layout of equipment and offices, methods of improving business, and employer-employee relations. Prerequisite: None.

	Theory	Lab	Quarter Hours Credit
WLD 1101 - Basic Gas Welding	0	5	1

Welding demonstrations by the instructor and practice by students in the welding shop. Safe and correct methods of assembling and operating the welding equipment. Practice will be given for surface welding, bronze welding, silver soldering, and flame-cutting methods applicable to mechanical work. Prerequisite: None.

PME 1128 - Marine Power Train System	2	5	4
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Power train systems:hydraulic and mechanical clutches, reduction gears, thrust, bearing assembly, coupling, propeller shaft, and bearings, stuffing boxes and stern bearings. Engine installation, alignment, and security. Prerequisite: PME 1102.

FOURTH QUARTER

PME 1129 - Marine Auxiliary Equipment	3	12	7
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A comprehensive study of marine auxiliary equipment, such as pumps, compressors, generators, electric steering apparatus, anchor windlass, rigging, and booms. Laboratory and shop practices in the repair and operation of this equipment, and in preventative maintenance. Prerequisite: PME 1102.

PME 1131 - Marine Propulsion System Servicing	3	9	6
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Emphasis is on the procedures necessary in determining the nature of troubles developed in the propulsion system of marine equipment. Troubleshooting of the propulsion system, providing a full range of experiences in testing, adjusting, repairing, and replacing of parts as the mechanic will encounter on the job. Simulated and actual marine mechanics experiences will be provided when possible. Prerequisites: PME 1127, PME 1128.

PSY 1101 - Human Relations	3	0	3
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A study of basic principles of human behavior. The problems of the individual are studied in relation to society, group membership, and relationships within the work situation. Prerequisite: None.

PRACTICAL NURSE EDUCATION

PURPOSE OF CURRICULUM

The Practical Nursing Curriculum is designed to make available to qualified persons the opportunity to prepare for participation in the care of patients of all ages, in various states of dependency, and with a variety of illness conditions.

Throughout the one year program, the student is expected to continuously acquire knowledge and understandings related to nursing and biological and social sciences and to develop skills related to nursing practice, communications, interpersonal relations, and use of good judgment. Evaluation of student performance consists of tests on all phases of course content, evaluation of adjustment to the responsibilities of nursing. A passing score is required on all graded work, plus demonstrated progress in application of nursing skills to actual patient care.

Students are selected on the basis of demonstrated aptitude for nursing, as determined by pre-entrance tests, interviews with faculty members, high school record, character references, and reports of medical and dental examinations.

JOB DESCRIPTION

The licensed practical nurse is prepared to function in a variety of situations: hospitals of all types, nursing homes, clinics, doctors' and dentists' offices, and in some public health facilities. In all situations the LPN functions under supervision of a registered nurse and/or licensed physician. This supervision may be minimal in situations where the patient's condition is stable and not complex; or it may consist of continuous direction in situations requiring the knowledge and skills of the registered nurse or physician. In the latter situation, the LPN may function in an assisting role in order to avoid assuming responsibility beyond that for which the program can prepare the individual.

LICENSING EXAMINATIONS

Graduates of accredited programs of practical nurse education are eligible to take the licensing examinations given by the North Carolina Board of Nursing. This examination is given twice each year, usually in April and September. A passing score entitles the individual to receive a license and to use a legal title "Licensed Practical Nurse." The Licensed Practical Nurse can apply for licensure in other states on the basis of a satisfactory examination score, without repeating the examination.

PRACTICAL NURSE EDUCATION

CURRICULUM BY QUARTERS

	Theory	Lab	Quarter Hours Credit
FIRST QUARTER			
FIRST QUARTER			
NUR 1011 Anatomy and Physiology	5	0	5
NUR 1012 Health	5	0	5
NUR 1013 Fundamentals of Nursing	5	10	10
NUR 1014 Diet	2	0	2
ENG 1012 Communication Skills	3	0	3
	20	10	25
SECOND QUARTER			
NUR 1021 Medical-Surgical Nursing I	6	0	6
NUR 1022 Pediatrics I	2	0	2
NUR 1023 Obstetrics I	2	0	2
NUR 1024 Clinical Practice I	0	24	8
MAT 1102 Math	2	0	2
	12	24	20
THIRD QUARTER			
NUR 1031 Medical-Surgical Nursing I	6	0	6
NUR 1032 Pediatrics II	2	0	2
NUR 1033 Obstetrics II	2	0	2
NUR 1034 Clinical Practice II	0	24	8
NUR 1035 Pharmacology	2	0	2
	12	24	20
FOURTH QUARTER			
NUR 1041 Medical-Surgical Nursing III	8	0	8
NUR 1042 Pediatrics III	2	0	2
NUR 1043 Clinical Practice III	0	24	8
NUR 1044 Practical Nursing	2	0	2
	12	24	20

COURSE DESCRIPTION

FIRST QUARTER

NUR 1101 - Anatomy and Physiology	5	0	5
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This course is specifically designed for the student of practical nursing as a basis for comprehending the art of nursing science. In the next eleven weeks, the miraculous machine known as the human body will be "dissected" and

	Theory	Lab	Quarter Hours Credit
studied according to the specific organ systems. A thorough study of the anatomy and the physiology of the following ten organ systems will be conducted; the locomotor system, the nervous system, the sensory system, the integumentary system, the circulatory system, the respiratory system, the digestive system, the excretory system, the reproductive system, and the endocrine system. Special emphasis will be placed on viewing the human body as an integrated whole. Prerequisite: Acceptance in PNE Program.			
NUR 1012 - Health	5	0	5
A basic course in mental and physical health. Designed to assist students in acquiring the knowledge, understanding, appreciation and attitudes to give effective nursing to patients of all ages and backgrounds, as well as understanding of self. Prerequisite: Acceptance in PNE Program.			
NUR 1013 - Fundamentals of Nursing	5	10	10
A basic course designed to introduce the student to the role and functions of the practical nurse. Emphasis is on meeting the needs common to all patients. Students have the opportunity to acquire basic knowledges, skills and attitudes necessary for principles of safety, comfort, and body mechanics in patient care. Prerequisite: Acceptance in PNE Program.			
NUR 1014 - Diet	2	0	2
Designed to present to the student the basic principles of nutrition, functions and sources of nutrients, the mechanisms of digestion, the absorption and metabolism of foods. Nutritional requirements for all age groups modified by religious, cultural, social and psychological factors. Included in an introductory to diet therapy. Prerequisite: Acceptance in PNE Program.			
ENG 1102 - Communication Skills	3	0	3
A course designed to increase efficiency in the use of basic language skills. Attention will be given to correctness and effectiveness of expression and a working vocabulary. Prerequisite: None.			

SECOND QUARTER

NUR 1021 - Medical-Surgical Nursing I	8	0	8
Designed to introduce the student to deviations from normal, to nursing methods and therapeutic procedures, and to clinical specialities. Continued patient-centered study, with introduction of illness conditions as an additional source of nursing needs. Increased emphasis on clinical activities and selected patient care. Prerequisite: NUR 1011, NUR 1013.			
NUR 1022 - Pediatrics I	2	0	2
Designed to introduce the student to the normal growth and development of the child in order to help recognize and meet the needs of the sick child. This course			

contains a brief introduction to certain illness conditions with related nursing needs and therapeutic methods. Clinical practice emphasizes student experience in the care of the sick child. Prerequisite: NUR 1013, NUR 1011, NUR 1014.

	Theory	Lab	Quarter Hours Credit
NUR 1023 - Obstetrics I	2	0	2

Introduction to the care of the normal obstetrical patient in the home or hospital during prenatal, natal and postnatal periods. The care of the normal newborn is included in this course. This course is designed to prepare the student for clinical practice in obstetrics for the third quarter. Prerequisite: NUR 1011, NUR 1013, NUR 1014.

NUR 1024 - Clinical Practice I	0	19	7
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This course includes actual nursing experience in the affiliating agencies. Patients are selected that will enable the student to correlate classroom objectives to meeting patient needs. This includes patients in all ages and stages of development. Prerequisite: NUR 1011, NUR 1012, NUR 1013, NUR 1014.

MAT 1102 - Math	2	0	2
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Reviews and extends the skills of operations with numbers, and introduces the metric, apothecary and household systems with application to dispensing of medicines. Prerequisite: Acceptance in PNE Program.

THIRD QUARTER

NUR 1031 - Medical-Surgical Nursing III	6	0	6
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Designed to acquaint the student with common illness conditions, related to nursing needs and therapeutic methods, and role of the practical nurse in care of patients with specific conditions. Learning situations are selected to illustrate commonalities with a wide variety of similar conditions and to promote student awareness of similarities and differences. Clinical practice emphasizes student experience in care of subacutely ill patients with a wide variety of illnesses, correlated with classroom studies insofar as possible. Prerequisite: NUR 1021.

NUR 1032 - Pediatrics II	2	0	2
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A continuation of illness conditions in the child, but primarily concerned with meeting the needs of the acutely ill child and acquainting the student with the role of the practical nurse in assisting in situations requiring frequent, accurate observations and good judgement. Clinical practice emphasizes further development of observation and judgement abilities as the student assists in the care of the acutely ill child. Prerequisite: NUR 1022.

NUR 1033 - Obstetrics II	2	0	2
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Designed to introduce the student to the common disorders of the prenatal,

natal, and postnatal periods. This course will include care of the abnormal newborn. Clinical practices emphasizes student experience in the normal and recognizing the abnormal.

Prerequisite: NUR 1023

	Theory	Lab	Quarter Hours Credit
NUR 1034 - Clinical Practice II	0	24	8

A continuation of nursing care experience in the affiliating agencies. Patients are selected to enable the student to meet the needs of the more dependent patients. Students are assigned on a rotation basis to have experiences in medical, surgical, pediatrics and obstetrical nursing.

Prerequisite: NUR 1024.

NUR 1034 - Pharmacology	2	0	2
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The student will be introduced to the beginning skills necessary for safe and effective administration of medications within the legal role of the practical nurse. The course includes study of mathematical computations as they relate to calculation of dosages as well as drug entities and their therapeutic dosages. Satisfactory laboratory practice in administrative techniques of medications is required prior to clinical administration of drugs.

Prerequisite: NUR 1021.

FOURTH QUARTER

NUR 1041 - Medical-Surgical Nursing III	8	0	8
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A continuation of Medical-Surgical Nursing II.

Prerequisite: NUR 1031.

NUR 1042 - Pediatrics III	2	0	2
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A continuation of Pediatrics II

Prerequisite: Nur 1032.

NUR 1043 - Clinical Practice III	0	24	8
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A continuation of nursing care experiences in the affiliating agencies. Students are assigned by rotation basic to have experiences in medical-surgical, pediatric and obstetrical nursing.

NUR 1044 - Practical Nursing	2	0	2
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Designed to introduce the student to the care of patients with complex nursing needs and to the assisting role of the practical nurse in situations requiring judgements based on depth of knowledge. Included in content is a basic principle in the care of patients with mental illness and disaster nursing. Vocational aspect for the practical nurse are included. Clinical practice will be correlated with classroom studies insofar as possible.

Prerequisite: NUR Courses numbered below 1044.

WELDING

PURPOSE OF CURRICULUM

This curriculum was developed to fill the tremendous need for welders in North Carolina. The recently completed Manpower Survey shows quite clearly that many welders will be needed annually to fill present and projected vacancies in the State.

The curriculum is designed to give students sound understandings of the principles, methods, techniques, and skills essential for successful employment in the welding field and metals industry.

The field of welding offers a person prestige, security and a future of continuous employment with steady advancement. It offers employment in practically every industry: shipbuilding, automotive, aircraft, guided missiles, railroads, construction, pipe fitting, radio and many others.

JOB DESCRIPTION

Welders join metals by applying heat, and sometimes pressure, to melt the edges to form a permanent bond. Closely related to welding is "oxygen cutting." Of the more than 35 different ways of welding metals, arc, gas, and resistance welding are the three most important.

The principal duty of the welder using manual techniques is to control the melting by direct heat, from electric arc or gas welding torch, and to add filler metal where necessary to complete the joint. He should possess a great deal of manipulative skill with a knowledge of jigs, welding symbols, mathematics, basic metallurgy, and blueprint reading.

WELDING

CURRICULUM BY QUARTERS

				Theory	Lab	Quarter Hours Credit
FIRST QUARTER						
ENG	1101	Reading Improvement		3	0	3
JST	1101	Safety Practices		2	0	2
MAT	1101	Fundamentals of Mathematics		5	0	5
DFT	1117A	Blueprint Reading		2	0	2
WLD	1120	Oxyacetylene		4	15	9
				16	15	21
SECOND QUARTER						
ENG	1102	Communication Skills		3	0	3

			Theory	Lab	Quarter Hours Credit
DFT	1117B	Blueprint Reading	1	0	1
BUS	1120	Bookkeeping	3	0	3
WLD	1121	Arc Welding	2	10	5
WLD	1122	Commercial & Industrial Practices	2	9	5
			11	19	17

THIRD QUARTER

BUS	1103	Small Business Operations	3	0	3
DFT	1118	Pattern Development and Layout	1	2	2
WLD	1123	Inert, Gas, Mig, and Tig	2	6	4
WLD	1124A	Pipe Welding	4	12	8
			10	20	17

FOURTH QUARTER

PSY	1101	Human Relations	3	0	3
MEC	1112	Machine Shop Processes	0	6	2
WLD	1112	Mechanical Testing & Inspection	1	3	2
WLD	1124B	Pipe Welding	3	6	5
WLD	1125	Certification Practices	2	6	4
			9	21	16

COURSE DESCRIPTION**FIRST QUARTER**

ENG 1101 - Reading Improvement	3	0	3
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Designed to improve the student's ability to read rapidly and accurately. Special machines are used for class drill to broaden the span of recognition, to increase eye coordination and word group recognition and to train for comprehension in larger units.
Prerequisite: None.

JST 1101 - Safety Practices	2	0	2
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A review of welding standards as specified by the North Carolina Department of Labor.
Prerequisite: None.

MAT 1101 - Fundamentals of Mathematics	5	0	5
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Practical number theory. Analysis of basic operations: addition, subtraction, multiplication, division. Fractions, decimals, powers and roots, percentages, ratio and proportions. Plane and solid geometric figures used in industry,

measurement of surfaces and volumes. Introduction to algebra used in trade. Practice in depth.
Prerequisite: None.

	Theory	Lab	Quarter Hours Credit
DFT 1117A - Blueprint Reading	2	0	2

A thorough study of trade drawings in which welding procedures are indicated. Interpretation, use and application of welding symbols, abbreviations, and specifications.
Prerequisite: None.

WLD 1120 - Oxyacetylene	4	15	9
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Introduction to the history of oxyacetylene welding, the principles of welding and cutting, nomenclature of the equipment, assembly of the units. Welding procedures such as practice of puddling and carrying the puddle, running flat beads, butt welding in the flat, vertical and overhead position, brazing, hard and soft soldering. Safety procedures are stressed throughout the program of instruction in the use of tools and equipment. Students perform mechanical testing and inspection to determine quality of the welds.
Prerequisite: None.

SECOND QUARTER

ENG 1102 - Communication Skills	3	0	3
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Designed to promote effective communication through correct language usage in speaking and writing.
Prerequisite: None.

DFT 1117B - Blueprint Reading	1	0	1
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Continuation of DFT 1117A, with additional lab time for practical application.
Prerequisite: DFT 1117A.

BUS 1120 - Bookkeeping	3	0	3
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Principles, techniques and tools of accounting, for understanding of the mechanics of accounting--collecting, summarizing, analyzing, and reporting information about service and mercantile enterprises, to include practical application of the principles learned.
Prerequisite: MAT 1101.

WLD 1121 - Arc Welding	2	10	5
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The operation of A.C. transformers and D.C. motor generators arc welding sets. Studies are made of welding heats, polarities, and electrodes for use in joining various metal alloys by the arc welding process. After the student is capable of running beads, butt and fillet welds in all positions, they are made and tested in order that the student may detect his weaknesses in welding. Safety procedures are emphasized throughout the course.

	Theory	Lab	Quarter Hours Credit
Prerequisite: WLD 1120.			
WLD 1122 - Commercial and Industrial Practices	2	9	5

Designed to build skills through practices in simulated industrial processes and techniques. Emphasis is placed on maintenance, repairing worn or broken parts by special welding applications, field welding and nondestructive tests and inspection.

Prerequisite: WLD 1120.

THIRD QUARTER

BUS 1103 - Small Business Operations	3	0	3
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An introduction to the business world, problems of small business operation, basic business law, business forms, and records, financial problems, ordering and inventorying, layout of equipment and offices, methods of improving businesses, and employer-employee relations.

Prerequisite: None.

DFT 1118 - Pattern Development and Layout	1	2	2
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This course is designed for the student who has the basic knowledge of blueprint reading and sketching. It presents the practical shop or field layout methods used by pipe welders. Layouts are made on templet paper beginning with the simple plan and processing to the most complex lateral connections that are used in industrial piping. The student learns the steps in making rectangular and cylindrical layouts and patterns of offsets and intersections used in commercial jobs. Prerequisite: DFT 1117A, DFT 1117B.

WLD 1123 - Inert, Gas, Mig, and Tig	2	6	4
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Introduction and practical operations in the use of inert-gas-shield arc welding. A study will be made of the equipment, operation, safety and practice in various positions. A thorough study of such topics as: principles of operation, shielding gases, filler rods, process variations and applications, manual and automatic welding.

Prerequisite: WLD 1121.

WLD 1124A - Pipe Welding	4	12	8
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Designed to provide practices in the welding of pressure piping in the horizontal, vertical, and horizontal fixed position using shielded metal arc welding process according to Section IX of the ASME code.

Prerequisite: WLD 1121.

FOURTH QUARTER

PSY 1101 - Human Relations	3	0	3
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A study of basic principles of human behavior. The problems of the individual

	Theory	Lab	Quarter Hours Credit
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are studied in relation to society, group membership, and relationships within the work situation.

Prerequisite: None.

MEC 1112 - Machine Shop Processes	0	6	2
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To acquaint the student with the procedures of layout and the correct use of hand and machine tools. Experiences in the basic fundamentals of drill press and lathe operation; hand grinding of drill bits and lathe tools; set-up work applied to the trade.

Prerequisite: None.

WLD 1124B - Pipe Welding	3	6	5
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Designed to provide practice in the welding of pressure piping in the horizontal, vertical, and horizontal fixed positions using shielded metal arc welding process according to Sections VIII and IX of the ASME code.

Prerequisite: WLD 1124A.

WLD 1125 - Certification Practices	2	6	4
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This course involves practice in welding the various materials to meet certification standards. The student uses various tests including the guided bend and the tensile strength tests to check the quality of his work. Emphasis is placed on attaining skill in producing quality welds.

Prerequisites: WLD 1120, WLD 1121, WLD 1123, WLD 1124A, WLD 1124B.

WLD 1112 - Mechanical Testing and Inspection	1	3	2
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The standard methods for mechanical testing of welds. The student is introduced to the various types of tests and testing procedures and performs the details of the test which will give adequate information as to the quality of the welds. Types of tests to be covered are: bend, destructive, free-bend, guide-bend, nick-tear, notched-bend, tee-bend, nondestructive, V-notch Charpy impact, etc.

Prerequisite: WLD 1121, WLD 1124B.

CERTIFICATE PROGRAMS



NURSES' ASSISTANT

PURPOSE OF CURRICULUM

The continuing shortage of nursing personnel has created need for a nurses' assistant who is prepared to perform those duties associated with patient care and ward management which require only limited educational preparation.

This course is designed for approximately 330 hours of instruction consisting of classroom, laboratory, and clinical experiences. Clinical practice increases progressively throughout the course. All clinical assignments are planned and supervised by the teacher so that students will learn to apply classroom learnings to hospital practice. Insofar as possible, the student should develop during the course acceptable skill in performance of nursing procedures included in the outline.

COURSE DESCRIPTION

This program is designed to prepare qualified men and women to give effective nursing care to selected patients, to make and report observations, and to carry out routine aspects of ward management. Classroom teaching is centered around modern concepts of health, functional relationship within a hospital, fundamentals of effective interpersonal relations, and nursing procedures related to daily needs of patients and to common therapeutic measures. Throughout the course emphasis is given to the role of the nurses' assistant. Clinical experiences provide opportunities for applying classroom learning to practice in the hospital setting.

COURSE CONTENTS

Chapter 1 - Orientation

Functions of Hospitals and the Health Care Professions--What You Will Do in Your Job--The Nursing Aide--Part of a Team--Rules to Follow--The Patients You Will Care For

Chapter 2 - Introduction to the Patient

Personal Qualities of the Nursing Aide--Relationships with Patients--Relationships With Visitors--Answering the Patient Call--Communicating With Patients and Others--Observing and Reporting--Basic Human Anatomy

Chapter 3 - Your Working Environment - 1

Cleanliness in the Health Care Institution--Washing Your Hands--Principles of Disinfection and Sterilization--Techniques of Disinfection--Control of Pests

Chapter 4 - Your Working Environment - 2

Equipment--Safety--Fire Safety--Caring for Supplies and Equipment--
Disposables--Supplies and Small Equipment--Large Equipment

Chapter 5 - The Patient's Unit-Making the Unoccupied Bed

Typical Patient Unit--Arranging the Patient's Unit--The Discharge Unit--
Making the Unoccupied Bed--Closed and Open

Chapter 6 - Lifting, Moving, and Transporting Patients - Making the Occupied Bed

Anatomy of the Skeletal System--The Bones--Anatomy of the Muscular
System--Body Mechanics--Lifting and Moving the Patient in Bed--Making
the Occupied Bed--Transporting a Patient

Chapter 7 - Personal Care of the Patient

Care of the Patient's Mouth--Helping the Patient to Bathe--The Back Rub--
Changing the Patient's Gown--Shampooing the Patient's Hair--Morning
Care--Care of the Patient's Skin

Chapter 8 - Food Service

Nutrition--Anatomy of the Digestive System--A Well-Balanced Diet--
Nutrition for the Patient--Feeding the Patient--The Importance of
Mealtime--Feeding the Helpless Patient--Extra Nourishment--Distributing
(Passing) Drinking Water to Patients

Chapter 9 - Special Treatments-Fluids and Wastes

Fluid Balance--Measuring Fluid Intake--Forcing and Restricting Fluids--
Fluid Output--Anatomy of the Urinary System--Specimen Collection--
Catheters, Tubes and Tubing--Taking Fluids Out of the Body--Rectal
Treatment--The Vaginal Douche

Chapter 10 - Observing and Recording Vital Signs

Vital Signs--Anatomy of the Respiratory System--Anatomy of the
Circulatory System--Taking a Patient's Temperature--Taking the Pulse--
Taking Respirations--Recording TPR's--Graphic Chart--Taking Blood
Pressures--Patient Care Records

Chapter 11 - Patient Admission, Transfer, and Discharge

Receiving the Patient--Admitting the Patient--Transferring the Patient--
Discharging the Patient

Chapter 12 - Physical Examinations

The Examination as Part of Patient Care--Sequence of the Examinations--
Draping and Positioning the Patient

Chapter 13 - Heat and Cold Applications

General Purposes and Procedures--Heat Applications--Cold Applications

Chapter 14 - Preoperative Nursing Care

Preparing the Patient for Surgery--Preparation the Evening Before Surgery--Preparation the Morning of Surgery--Preoperative Shaving of the Patient

Chapter 15 - Postoperative Nursing Care

Caring for the Postoperative Patient--The Use of Binders

Chapter 16 - The Patient in Isolation

Communicable Diseases--Isolation Techniques--Special Areas for Precautions--Isolation Precautions and Procedures

Chapter 17 - Care of the Dying Patient

The Patient's Emotional Needs--The Patient's Family--Nursing Care--Signs of Approaching Death--Postmortem Care

Chapter 18 - Review

Accomplishments--Reviewing for an Examination--Continuing to Learn

OUTBOARD MOTOR REPAIR

PURPOSE OF CURRICULUM

Outboard Motor Mechanics are in demand along the coastal waterways of North Carolina and the United States where fishing and water recreation industries exist. The repair of outboard motors is a fast growing industry. Boats use outboard motors from 1 1/2 H.P. to 150 H.P. Such motors need skilled mechanics to maintain and service them.

This program provides training for mechanics through classroom instruction, laboratory experiments, and shop practice.

JOB DESCRIPTION

Outboard motor mechanics maintain and repair ignition, carburetion, power head assembly, lower units, electric, manual, hydraulic shifts, water pump assembly, and stern drives.

Mechanics inspect and test to determine the cause of faulty operation. They repair or replace defective parts to restore the motor to proper operating condition and use shop manuals and other technical publications.

COURSE DESCRIPTION

	Theory	Lab	Quarter Hours Credit
OMR 1101 - Internal Combustion Engine	1	6	3

The major emphasis of this course includes a study of the principles of engine construction and the operation of components of internal combustion engines. Attention is also given to the development of a thorough knowledge and ability in using, maintaining, and storing the various hand tools and measuring devices needed in engine repair work.
Prerequisite: None.

OMR 1102 - Carburetor and Ignition	1	6	3
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This course is designed to familiarize the student with basic electronics as applied to the ignition system. C.D.and Magflash ignition, fundamentals of petroleum chemistry (gasoline and oil), combustion, and vaporization to achieve combustion are major areas of study. Also included will be a review of the development of the modern carburetor, from the simple mixing valve to float feed and multi-set carburetor, along with a study of bleeding orifices currently in use.
Prerequisite: OMR 1101.

	Theory	Lab	Quarter Hours Credit
OMR 1103 - Engine Design	1	6	3
A study of the complete engine powerhead (cylinder block, crankshaft, main bearings, pistons and connecting rod assembly). Instruction will cover the two-stroke cycle principles of engine operation, by means of ports (3 port type), and the type engine with the valve in the center journal of the crankshaft (2 port rotary type operation). Attention is also given to the construction of single and multi-cylinder engines, with specific instruction as to the repair and operation principles of the following engine parts: cylinder block, cylinder head, pistons, piston rings, connecting rods, crankshaft, bearings, bore, stroke, and piston displacement. Prerequisite: OMR 1102.			
OMR 1104 - Lower Unit Construction	1	6	3
A thorough study of the gearcase and exhaust stock group (manual shift, electric hydraulic shift, and electric matic shift). Gearcase construction will also be studied and will involve the following areas: gear train, forward only, forward and neutral only, forward, neutral and reverse, gear ratio, bearings, friction, non-friction, oil seals, pumps, electric coils, springs and types of lubricants used. Prerequisite: OMR 1103.			
OMR 1105 - Enging Cooling System and Exhaust Construction	1	6	3
Instruction covers pressure vacuum, pump plunger, pump-roter, and pump vari-volume. Factors interfacing with water pump performance will be included and involve: diagnosis and corrective measures. Overall repair and maintenance procedures will require the student to disassemble, assemble and / or rebuild an engine. Prerequisite: OMR 1104			
OMR 1106 - Outboard Installation and Construction	1	6	3
A study of the basic design of outboard installation and construction. Instruction will cover construction factors such as the type of boat, shape of hull, characteristics and behaviors, size and weight, load to be carried and where operated, performance expected, propeller best suited, attachment of the motor to the stern of the boat, stern height, stern angle, stern interference, performance of the propeller, single and dual motor installation, and remote controls (speed, shift, and steering). Prerequisite: OMR 1105.			
OMR 1107 - Electric Starters, Generators, and Alternators	1	6	3
A study of the principles of the electric motor, outboard motor application and wiring, and control set-up. Primary emphasis will involve the principles of generator and alternator operation, voltage and current limiting controls, and outboard motor application. Storage batteries will be studied and will include			

	Theory	Lab	Quarter Hours Credit
the following: theory of batteries, factors affecting starting performance, diagnosis, corrective measures, and overall maintenance. Prerequisite: OMR 1106.			
OMR 1108 - Outdrives and Electric Tilt	1	6	3

A study of the theory of outdrives and electric tilts. Emphasis will be upon installation of boat wiring for the electric shift on the outdrive and the electric tilt steering unit in the outdrive.
Prerequisite: MOR 1107.

PREPARATORY STUDIES



PREPARATORY TECHNICAL CURRICULUM

INTRODUCTION

The enclosed preparatory technical curriculum is offered at Carteret Technical Institute, Morehead City, North Carolina.

This curriculum has been developed and is being offered to help students inadequately prepared to develop their abilities to perform successfully in a technical curriculum. This approach has been successful for upgrading selected students whose achievement indicated additional instruction was necessary to succeed at this level of education.

The program was developed around the needs of students entering Carteret Technical Institute. This program is very flexible. It can be altered, shortened, or extended to meet the needs of the individual student.

Courses offered in this curriculum are not substitutes for regular technical curriculum courses, but have been developed specifically for the purpose of preparing students to enter regular curriculum courses.

TECHNICAL PREPARATORY CURRICULUM BY QUARTERS

			Theory	Lab	Quarter Hours Credit
FIRST QUARTER					
MAT	T-010A	Developmental Math	5	0	5
ENG	T-008A	Reading Improvement	5	2	6
ENG	T-009A	Grammar	5	2	6
Electives:					
CHM	T-001	Basic Chemistry	4	2	5
PHY	T-001	Basic Physics	4	2	5
BIO	T-001	Biology	4	2	5
ENG	T-010	Vocabulary and Terminology	4	2	5
SECOND QUARTER					
MAT	T-010B	Developmental Math	5	0	5
ENG	T-008B	Reading and Vocabulary	5	2	6
ENG	T-009B	Grammar	5	2	6
Electives:					
ENG	T-010	Vocabulary and Terminology	4	2	5
MAT	1101	LPN Math	4	2	5

			Theory	Lab	Quarter Hours Credit
THIRD QUARTER					
MAT	T-010C	Developmental Math	5	0	5
ENG	T-008C	Reading (Social Studies, Interpretation of Literature, Communication Skills)	5	2	6
ENG	T-009C	Oral and Written Communi- cation	5	2	6
ENG	T-010	Vocabulary and Terminology	4	2	6

COURSE DESCRIPTION**FIRST QUARTER**

MAT T-010A - Developmental Math	5	0	5
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A review of basic concepts and operations of algebra; algebraic symbols, signed numbers, equations of the first degree, special products and factoring, operations with fractions, fractional equations, and problem solving.

Prerequisite: None

ENG T-008A - Reading Improvement	5	2	6
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A concentrated effort to improve the students ability to comprehend what he reads by training him to read more rapidly and accurately. Special machines are used for class drill to broaden the span of recognition to increase eye coordination and work group recognition and train for comprehension in larger units. Reading faults of the individual are analyzed for improvement, and principles of vocabulary building are stressed.

Prerequisite: None.

ENG T-009A - Grammar	5	2	6
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Intended to stimulate students to apply the basic principles of English grammar in their day to day situations in industry and social life. Emphasis is placed on study skills, grammar, sentence structure, punctuation, spelling, use of the dictionary, and proper use of the library.

Prerequisite: None.

CHM T-001 - Basic Chemistry	4	2	5
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A review of basic fundamentals of chemistry; covering matter, energy, symbols and formulas, physical and chemical changes, atomic theory, metals and nonmetals, oxidation, and organic chemistry.

PHY T-001 - Basic Physics	4	2	5
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Introductory physics with emphasis on fundamental concepts, including basic study of systems of measurement, properties of matter and mechanics.

Prerequisite: None.

	Theory	Lab	Quarter Hours Credit
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BIO T-001 - Biology	4	2	5
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A review of the basic fundamentals of biology which covers the following subjects: Cell structure, plastids, nucleus, cytoplasm, animal and plant cells, protozoa, tissues, organs and systems, green plants, mitosis, seed plant reproduction, animal reproduction, classification of plants and animals, and heredity.

Prerequisite: None.

ENG T-010 - Vocabulary and Terminology	4	2	5
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To develop an understanding of the terminology and vocabulary appropriate to the course of study as it is used in business, technical, and professional offices.

Prerequisite: None.

SECOND QUARTER

MAT T-010B - Developmental Math	5	0	5
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A continuation of MAT T-010A.

Prerequisite: MAT T-010A.

ENG T-008B - Reading and Vocabulary	5	2	6
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A continuation of ENG T-008A with vocabulary stressed.

Prerequisite: ENG T-008A.

ENG T-009B - Grammar	5	2	6
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A continuation of ENG T-009A.

Prerequisite: ENG T-009A.

ENG T-010 - Vocabulary and Terminology	4	2	5
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A continuation of ENG T-010 from first quarter.

Prerequisite: ENG T-010.

MAT 1101 - LPN Math	4	2	6
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A continuation of MAT 010A with emphasis stressed on LPN Math.

Prerequisite: MAT T-010A.

THIRD QUARTER

MAT T-010C - Developmental Math	5	0	5
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A continuation of MAT T-010B.

Prerequisite: MAT T-010B.

ENG T-008C - Reading	5	2	6
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	Theory	Lab	Quarter Hours Credit
A continuation of ENG T-008B. Prerequisite: ENG T-008B.			
ENG T-009C - Oral and Written Communication	5	2	6
A continuation of ENG T-009B. Prerequisite: ENG T-009B.			
ENG T-010 - Vocabulary and Terminology	4	2	6
A continuation of ENG T-010 from first and second quarters. Prerequisite: ENG T-010.			

PREPARATORY VOCATIONAL CURRICULUM

INTRODUCTION

The preparatory vocational curriculum is offered at Carteret Technical Institute, Morehead City, North Carolina.

This curriculum has been developed and is being offered to help students inadequately prepared to develop their abilities to perform successfully in a vocational curriculum. This approach has been successful for upgrading selected students whose achievement indicated additional instruction was necessary to succeed at this level of education.

The program was developed around the needs of students entering Carteret Technical Institute. This program is very flexible. It can be altered, shortened, or extended to meet the needs of the individual student.

Courses offered in this curriculum are not substitutes for regular vocational curriculum courses, but have been developed specifically for the purpose of preparing students to enter regular curriculum courses.

VOCATIONAL PREPARATORY

CURRICULUM BY QUARTERS

				Theory	Lab	Quarter Hours Credit
FIRST QUARTER						
MAT	V-010A	Developmental Math		0	10	5
ENG	V-090A	Reading Improvement		0	10	5
ENG	V-091A	Practical English		5	0	5
Electives:						
	POL	V-001	Political Science	5	0	5
	SCI	V-001	Science	5	0	5
SECOND QUARTER						
MAT	V-010B	Developmental Math		0	10	5
ENG	V-090B	Reading and Vocabulary		0	10	5
ENG	V-091B	Practical English		5	0	5
Electives:						
	POL	V-002	Political Science	5	0	5
	SCI	V-001	Science	5	0	5

COURSE DESCRIPTION

FIRST QUARTER

MAT V-010A - Developmental Math	0	10	5
Practical number theory. Analysis of basic operations; addition, subtraction,			

	Theory	Lab	Quarter Hours Credit
multiplication, and division, fractions, decimals, powers and roots, percentages, ratio and proportion. Prerequisite: None.			

ENG V-090A - Reading Improvement	0	10	5
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A concentrated effort to improve the students ability to comprehend what he reads by training him to read more rapidly and accurately. Special machines are used for class drill to broaden the span of recognition to increase eye coordination and word group recognition and train for comprehension in larger units. Reading faults of the individual are analyzed for improvement, and principles of vocabulary building are stressed.
Prerequisite: None.

ENG V-091A - Practical English	5	0	5
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Intended to stimulate students to apply the basic principles of English grammar in their day-to-day situations in industry and social life. Emphasis is placed on study skills, grammar, sentence structure, punctuation, spelling, use of the dictionary, and proper use of the library.
Prerequisite: None.

POL V-001 - Political Science	5	0	5
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A study of state and local government, state-federal interrelationships, the functions and prerogatives of the branches. Problems of administration, legal procedures, law enforcement, police power, taxation, revenues, and appropriations.
Prerequisite: None.

SCI V-001 - Science	5	0	5
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A review of the basic fundamentals of general science.
Prerequisite: None.

SECOND QUARTER

MAT V-010B - Developmental Math	0	10	5
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A continuation of MAT V-010A.
Prerequisite: MAT V-010A.

ENG V-090B - Reading and Vocabulary	5	10	5
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A continuation of ENG V-090A with vocabulary stressed.
Prerequisite: ENG V-090A.

ENG V-091B - Practical English	5	0	5
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A continuation of ENG V-091A.
Prerequisite: ENG V-091A.

	Theory	Lab	Quarter Hours Credit
POL V-002 - Political Science	5	0	5
A study of government with emphasis on basic concepts structure, powers, procedures, and problems. Prerequisite: POL V-001.			
SCI V-001 - Science	5	0	5
A continuation of SCI V-001. Prerequisite: SCI V-001.			

**CARTERET
TECHNICAL
INSTITUTE**

**GOVERNING BOARD
ADMINISTRATION
FACULTY
STAFF**



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L. Randolph Johnson	June 30, 1975

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Walter A. White	June 30, 1977
John F. Weeks	June 30, 1975

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Winston H. Hill	June 30, 1977
James B. Willis	June 30, 1975

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A.A., College of the Albemarle; B.S., M.L.S., East Carolina University
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B.S., North Carolina State University; M.A. Ed., East Carolina University
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- Lenn Nelson Educational Development Officer
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A.A.S., Carteret Technical Institute
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Professional Work Experience
- Walter Wilder Musician-in-Residence
Peabody Conservatory of Music

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Donald H. Thompson Assistant Dean of Student Affairs
B.S., M.A. Ed., East Carolina University

Em P. Willis Counselor
A.B., University of North Carolina at Greensboro; M.A. Ed., East Carolina University

Edna M. Davis Secretary to the Dean of Student Affairs
North Carolina Central University; A.A.S., Carteret Technical Institute

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Wilson C. Wainright Business Manager
A.S., Mount Olive Junior College; B.S.B.A., East Carolina University

J. Thomas Williams Purchasing Officer
Guilford College; North Carolina State University

Rita D. Harris Bookkeeper
Carteret Technical Institute

Ellen M. Arduini Assistant Bookkeeper
Chowan College

Ethel M. Mason Cashier
Professional Work Experience

Linda T. Smith Secretary to the Business Manager
East Carolina University; A.A.S., Carteret Technical Institute

Ethel Hunter Receptionist
Professional Work Experience

Catherine Piner Bookstore Operator
A.A.S., Carteret Technical Institute

C.G. Whitehead Plant Engineer
Professional Work Experience

Ted Conway Duplicating Technician
A.A.S., Carteret Technical Institute; East Carolina University

Fred Chadwick Chief Custodian

Allen Jones Custodian

Melvin Jones Custodian

Andrew Kitrell Grounds Keeper

FACULTY

- Alexander, Gay B. Instructor, Psychology
B.A., University of North Carolina at Greensboro; M.A., East Carolina University
- Allen, Mary L. Instructor, Business
B.S., Atlantic Christian College; Graduate Study, East Carolina University
- Bain, Barbara Chairman, Associate Degree Nursing
B.S.N., M.A.N., Duke University
- Brooks, Homer L. Coordinator, Electrical Installation
Master Electrician; Old Dominion University
- * Brunell, Frank Instructor, Biology
A.B., Indiana University; M.S., University of Pennsylvania; Advanced Graduate Study, University of North Carolina at Chapel Hill
- * Chapman, Shirley A. Instructor, Business
B.S., A & T State University; Graduate Study, University of North Carolina at Greensboro
- Chevers, Mary Instructor, Cosmetology
Diploma, Carteret Technical Institute
- Cribb, George F. Coordinator, Criminal Justice Program
L.L.B., LaSalle Extension University
- Davis, Gerald Instructor, Automotive Mechanics
Registered Technician, Ford Motor Company School; Carteret Technical Institute
- Davis, Grady G. Instructor, Business
B.S., East Carolina University
- * Dixon, Joe Instructor, Welding
Certification, Carteret Technical Institute
- Drewyor, Arthur J. Coordinator, Newport Prison Unit Learning Lab
B.A., North Carolina State University
- * Dunn, Robert D. Instructor, Light Construction
Journeyman's Certificate, North Florida Apprentice School; Florida Junior College at Jacksonville
- Elks, Mary T. Coordinator, Broad Creek Learning Lab
Greensboro College; Campbell College; East Carolina University
- Ellington, Rita K. Instructor, Cosmetology
Diploma, Greensboro School of Beauty
- Farris, Charlotte E. Instructor, Recreation Therapy
A.A., Immaculata Junior College; B.S., North Carolina State University; M.S., University of North Carolina at Chapel Hill

-
- Fields, Katie
Professional Work Experience
Instructor, Commercial Housekeeping
- * Fulcher, Malcolm G.
B.S., University of North Carolina at Chapel Hill; Graduate Study, University of North Carolina at Chapel Hill
Instructor, Business
- Gaskill, Ida P.
Professional Work Experience
Instructor, Associate Degree Nursing
- * Griffin, Florence
B.S., Atlantic Christian College; Additional Study, East Carolina University
Instructor, Business
- * Golden, Ned G.
Professional Work Experience
Instructor, Masonry
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A.B., Atlantic Christian College; Graduate Study, East Carolina University and North Carolina State University
Coordinator, Business Area
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B.A., University of North Carolina at Wilmington; M.A., Duke University
Division Chairman, Related Studies
- Guthrie, Marvin L.
General Contractor, Professional Work Experience
Coordinator, Light Construction
- * Harrah, Phyllis
M.S.N., University of Maryland
Instructor, Associate Degree Nursing
- Henderson, Lois G.
Diploma, Continental Beauty College
Coordinator, Cosmetology
- * Heusmann, Margaret
R.N., New Rochelle Medical Center, New York
Instructor, Associate Degree Nursing
- * Holland, Michael
North Carolina Electrical Contractor's License; Forsythe Technical Institute
Instructor, Electrical Installation
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B.S.N., University of Cincinnati
Instructor, Associate Degree Nursing
- Johnson, III, L. Randolph
B.S., Elizabeth City State University; Graduate Study, North Carolina Central University
Instructor, HRD Program
- Jones, Carrol C.
A.A., Campbell College, B.A., Wake Forest University
Instructor, HRD Program
- * Joslyn, Harvey
B.A., Erskine College; Graduate Study, East Carolina University
Instructor, Business
- Joyce, Dorothy E.
B.A., University of North Carolina at Chapel Hill; M.S., State University of New York at Brockport
Instructor, English

- Joyner, Samuel J. Coordinator, Automotive Mechanics
General Motors Training Center; Hunter Engineering Technicians School
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B.S., North Carolina State University
- * Landingham, Douglas Instructor, Business
B.S., East Carolina University
- * Langston, Rosa A. Instructor, Business
B.S., M.S., A & T State University
- * Linville, Elizabeth Instructor, English
B.A., St. Andrews Presbyterian College
- McBride, Nancy N. Instructor, Practical Nurse Education
B.S.N., Case Western Reserve University
- Matthews, Juanita A. Instructor, Developmental Studies
B.A., East Carolina University; Graduate Work, East Carolina University
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Certification, Lee College
- Morris, Ruth F. Coordinator, Practical Nurse Education
B.S.N., University of Virginia
- * Munden, Elizabeth W. Instructor, Nurses' Assistant
R.N., Wilson School of Nursing
- Musella, Michele L. Instructor, Associate Degree Nursing
B.S.N., University of Maryland
- O'Neal, Milton M. Instructor, Welding
Southern Pilgrim College; Navy Welding Schools; Carteret Technical
Institute
- Plough, Gary W. Division Chairman, Mechanics and Welding
Detroit Diesel; Caterpillar Diesel and Hydraulics; Johnson and Mercury
Outboard Motor Schools; Roosemaster Fuel Injection School
- * Plough, Janet Instructor, Business
B.S., University of North Carolina at Greensboro
- Resor, Roger G. Instructor, Air Conditioning and Refrigeration
Military Service School
- * Respress, Joan Instructor, Associate Degree Nursing
B.S.N., East Carolina University
- Rhue, Alvin T. Instructor, Small Engine Mechanics
Military Service Schools
- * Ringer, Scharlene D. Instructor, Business
B.A., Appalachian State University

- Rogers, Jessie W. Coordinator, Recreation Therapy
B.A., Agnes Scott College; M.S., University of North Carolina at Chapel Hill
- Rose, Cletus O. Instructor, Light Construction
Building Inspector; General Contractor; Professional Work Experience
- Russell, Ann L. Instructor, Developmental Studies
B.S., East Carolina University; Graduate Study, East Carolina University
- Russell, Charles F. Instructor, Business
B.S.B.A., East Carolina University; Graduate Study, East Carolina University
- Sineath, Jack N. Division Chairman, Allied Health
Diploma, Radiologic Technology, University of North Carolina at Chapel Hill, Memorial Hospital
- * Smith, Lance Instructor, Small Engine Mechanics
Johnson Outboard Motors School; Professional Work Experience
- Stanley, Bryan L. Coordinator, Welding
Diploma, Welding Schools
- Sterling, Jane K. Instructor, Practical Nurse Education
R.N., Jefferson Hospital School of Nursing; East Carolina University
- Sulloway, Jean H. Coordinator, On-Campus Learning Lab
B.A., Wake Forest University
- Taylor, Brenda L. Instructor, Business
B.S., Campbell College; M.A., Appalachian State University
- Tillery, Betty R. Division Chairman, Commercial Subjects
B.S., A & T State University; M.A., Columbia University; Graduate Study, East Carolina University
- Vogler, Robert D. Instructor, Radiologic Technology
Diploma, United Hospital School of Radiologic Technology; University of Pittsburgh
- * Weaver, Thomas S., C.P.A. Instructor, Business
B.S., University of North Carolina at Chapel Hill
- * Willis, Marjorie Instructor, Associate Degree Nursing
B.S.N., Medical College of Virginia
- Wilson, Patricia Instructor, Commercial Sewing
Professional Work Experience
- Young, Helen Instructor, Associate Degree Nursing
R.N., Duke University; B.S., University of North Carolina at Chapel Hill; M.S., Virginia Commonwealth
- *Part-Time Faculty

**GENERAL CATALOG
1975-1977**

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**CARTERET
TECHNICAL
INSTITUTE**

MOREHEAD CITY, N. C. 28557

CARTERET TECHNICAL INSTITUTE

GENERAL CATALOG 1975-1977

**Highway 70 West
Morehead City, N.C.
3505 Arendell Street
Telephone 726-2811**

DIRECTORY OF CORRESPONDENCE

Inquiries will receive prompt attention if addressed to the Administrative offices below at Carteret Technical Institute, 3505 Arendell Street, Morehead City, North Carolina 28557.

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ENTRANCE EXAMINATION	Dean of Student Affairs
EVALUATION OF CREDITS	Dean of Student Affairs
NON-CREDIT COURSES	Director of Continuing Education
FINANCIAL AND BUSINESS AFFAIRS	Business Manager
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PUBLICITY	Dean of Student Affairs
REGISTRATION	Assistant Dean of Student Affairs
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TRANSCRIPTS	Assistant Dean of Student Affairs
VETERAN'S AFFAIRS	Dean of Student Affairs

THE INSTITUTE SERVES ALL STUDENTS REGARDLESS OF RACE, COLOR, CREED, SEX, OR NATIONAL ORIGIN.

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1976-77 CALENDARS

1976

JANUARY							APRIL							JULY							OCTOBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	3					1	2	3					1	2	3	4	5	6	7	8	9
4	5	6	7	8	9	10	4	5	6	7	8	9	10	4	5	6	7	8	9	10	10	11	12	13	14	15	16
11	12	13	14	15	16	17	11	12	13	14	15	16	17	11	12	13	14	15	16	17	17	18	19	20	21	22	23
18	19	20	21	22	23	24	18	19	20	21	22	23	24	18	19	20	21	22	23	24	24	25	26	27	28	29	30
25	26	27	28	29	30	31	25	26	27	28	29	30		25	26	27	28	29	30	31	31						
FEBRUARY							MAY							AUGUST							NOVEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7						1		1	2	3	4	5	6	7					1	2	3
8	9	10	11	12	13	14	2	3	4	5	6	7	8	8	9	10	11	12	13	14					4	5	6
15	16	17	18	19	20	21	9	10	11	12	13	14	15	15	16	17	18	19	20	21	7	8	9	10	11	12	13
22	23	24	25	26	27	28	16	17	18	19	20	21	22	22	23	24	25	26	27	28	14	15	16	17	18	19	20
29							23	24	25	26	27	28	29	29	30	31					21	22	23	24	25	26	27
							30	31													28	29	30				
MARCH							JUNE							SEPTEMBER							DECEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6				1	2	3	4	5			1	2	3	4						1	2	3
7	8	9	10	11	12	13	6	7	8	9	10	11	12	12	13	14	15	16	17	18	5	6	7	8	9	10	11
14	15	16	17	18	19	20	13	14	15	16	17	18	19	19	20	21	22	23	24	25	12	13	14	15	16	17	18
21	22	23	24	25	26	27	20	21	22	23	24	25	26	26	27	28	29	30			19	20	21	22	23	24	25
28	29	30	31				27	28	29	30											26	27	28	29	30	31	

1977

JANUARY							APRIL							JULY							OCTOBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1						1	2						1	2	3	4	5	6	7	8	9
2	3	4	5	6	7	8	3	4	5	6	7	8	9	3	4	5	6	7	8	9	2	3	4	5	6	7	8
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23	24	25	26	27	28	29	24	25	26	27	28	29	30	24	25	26	27	28	29	30	23	24	25	26	27	28	29
30	31													31							30	31					
FEBRUARY							MAY							AUGUST							NOVEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	1	2	3	4	5	6	7			1	2	3	4	5					1	2	3
6	7	8	9	10	11	12	8	9	10	11	12	13	14	7	8	9	10	11	12	13	6	7	8	9	10	11	12
13	14	15	16	17	18	19	15	16	17	18	19	20	21	14	15	16	17	18	19	20	13	14	15	16	17	18	19
20	21	22	23	24	25	26	22	23	24	25	26	27	28	21	22	23	24	25	26	27	20	21	22	23	24	25	26
27	28						29	30	31					28	29	30	31				27	28	29	30			
MARCH							JUNE							SEPTEMBER							DECEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2				1	2	3	4				1	2	3						1	2	3
6	7	8	9	10	11	12	12	13	14	15	16	17	18	4	5	6	7	8	9	10	4	5	6	7	8	9	10
13	14	15	16	17	18	19	19	20	21	22	23	24	25	11	12	13	14	15	16	17	11	12	13	14	15	16	17
20	21	22	23	24	25	26	26	27	28	29	30			18	19	20	21	22	23	24	18	19	20	21	22	23	24
27	28	29	30	31			26	27	28	29	30			25	26	27	28	29	30		25	26	27	28	29	30	31

ACADEMIC CALENDAR**1975-1976****FALL QUARTER**

Freshman & Faculty Orientation	September 5, 1975
Registration	September 8-9, 1975
Classes Begin	September 10, 1975
Last day for late registration and to add a course	September 17, 1975
Quarter Examinations	November 24, 25, 1975

WINTER QUARTER

Registration	December 1, 1975
Classes Begin	December 2, 1975
Last day for late registration and to add a course	December 9, 1975
Christmas Holidays begin at 11 P.M.	December 19, 1975
Classes Resume at 8 A.M.	January 5, 1976
Quarter Examinations	February 27 Thru March 1, 1976

SPRING QUARTER

Registration	March 3, 1976
Classes Begin	March 4, 1976
Last day for late registration and to add a course	March 11, 1976
Easter Holidays begin at 11 P.M.	April 15, 1976
Classes Resume at 8 A.M.	April 20, 1976
Quarter Examinations	May 20, 21, 1976

1976-1977**SUMMER QUARTER**

Registration	May 31, 1976
Classes Begin	June 1, 1976
Last day for late registration and to add a course	June 4, 1976
Holiday	July 5, 1976
Quarter Examinations	August 16, 17, 1976
Graduation	August 20, 1976

FALL QUARTER

Freshman Orientation	September 3, 1976
Registration	September 7, 8, 1976
Classes Begin	September 9, 1976
Last day for late registration and to add a course	September 13, 1976
Quarter Examinations	November 23, 24, 1976

WINTER QUARTER

Registration	November 30, 1976
Classes Begin	December 1, 1976
Last day for late registration and to add a course	December 6, 1976
Christmas Holidays begin at 11 P.M.	December 17, 1976
Classes Resume at 8 A.M.	January 3, 1977
Quarter Examinations	February 28 thru March 1, 1977

SPRING QUARTER

Registration	March 4, 1977
Classes Begin	March 7, 1977
Last day for late registration and to add a course	March 10, 1977
Easter Holidays begin at 11 P.M.	April 6, 1977
Classes Resume at 8 A.M.	April 12, 1977
Quarter Examinations	May 24, 25, 1977

1977-1978**SUMMER QUARTER**

Registration	June 1, 1977
Classes Begin	June 2, 1977
Last day for late registration and to add a course	June 7, 1977
Holiday	July 4, 1977
Quarter Examinations	August 17, 18, 1977
Graduation	August 20, 1977

GENERAL INFORMATION



THE INSTITUTION

HISTORY

The institution presently known as Carteret Technical Institute emerged as a reality for the people of Carteret County in July, 1963. At that time the Carteret County Industrial Education Center was authorized by the North Carolina State Board of Education, with the stipulation that the Center must operate proficiently for a period of two years as a unit of the Wayne Technical Institute before making application to have its status changed to that of an independent institution. Following this action by the State Board of Education, state and local funds required for the Center's operation were allocated, buildings were obtained and renovated, necessary equipment was secured and installed, and in January, 1964, the Center inaugurated its first full-time program with the initiation of a course in Marine Engines.

The progress of the institution since 1964 has been steady and sure and is apparent in the growing number of courses offered to citizens of the county interested in furthering their education or improving their skills. Beginning with only one course in 1964, the Institute now offers curriculum programs in eighteen areas. In addition, the Institute cooperates with the North Carolina Employment Security Commission in offering Manpower Development Training Act courses and with East Carolina University in providing a full freshman year of college work. Numerous short-term courses, normally 60-65 courses at any given time, are offered to meet particular needs of county residents.

Application for independent status was made and approved in January, 1968, giving the institution, now Carteret Technical Institute, equal status with other technical institutes in the North Carolina Community College System. In November of that year the citizens of Carteret County voted for a tax levy for support of the institution and technical institute bonds in the amount of \$500,000 for construction of a new physical plant. On December 13, 1968, the Governor and Advisory Budget Commission approved conversion of the institution from contractual to chartered status. The Institute now operates directly under control of the North Carolina Department of Community Colleges.

Construction of the new facilities was completed in December, 1972. Carteret Technical Institute has made great progress since 1964 and faces the future with optimism and a keen sense of purpose.

PHILOSOPHY

The philosophy of Carteret Technical Institute is a system of beliefs that serves as a reservoir out of which come all objectives

of the institution. This philosophy, reflecting the thoughts of our leading educators, students, faculty, staff, and administration, has been adopted by the Board of Trustees.

With the establishment of Carteret Technical Institute, a new dimension was added to the education system of this area. In keeping with the board goals of the North Carolina Department of Public Instruction and the Department of Community Colleges, Carteret Technical Institute readily adopted the philosophy of "total education" and the "open door" admission. Total education, in addition to providing quality instruction, gives consideration to the diversity of cultural, civic, and economic needs among individual students and takes into account the differences in individual ability to acquire an education. The open door admission provides that for any applicant who wants and needs more education, regardless of his educational background, the door of the institution is open.

This institution is cognizant of the fact that to make the opportunities which it offers a reality to the citizens of North Carolina, there must be a planned cooperative effort with the elementary and secondary schools, the colleges and universities, and all other relevant agencies with similar objectives and responsibilities.

In summary, Carteret Technical Institute expounds a philosophy which holds out (1) the hope of universality of educational opportunity and (2) the hope of maximal intellectual, moral, and physical achievement on the part of each student.

PURPOSE AND OBJECTIVES

The purpose of Carteret Technical Institute is to extend universal educational opportunities to anyone of suitable age.

The concept of universal educational opportunities for all persons includes the basic ingredients of easy accessibility, low tuition, professional guidance services, a broad curriculum offering, an atmosphere conducive to learning, and quality instruction. More specifically, the purpose of Carteret Technical Institute is:

- A. To provide technical programs which prepare persons for jobs in product and service oriented occupations for which the Associate of Applied Science Degree may be awarded.
- B. To provide vocational programs which prepare persons for jobs requiring varying levels of ability and skill and for which a certificate or diploma may be awarded.
- C. To provide occupational educational program for employed adults who need training or re-training to increase their occupational competency.

- D. To fulfill a leadership role in community growth and development; through training of skilled labor provide an attraction to industry and job opportunities.
- E. To design and implement programs to meet the needs of the community as they arise.
- F. To provide programs of continuing education for adults who need or desire to improve basic educational skills, to complete high school requirements, or to pursue personal interest courses.
- G. To provide testing and guidance of individuals for determining their aptitudes, interests, and proper entrance levels.
- H. To provide developmental courses for persons whose educational background would indicate the likelihood of difficulty with the course work in their chosen area of study.
- I. To cooperate with East Carolina University, by providing facilities and, where appropriate, instructional personnel in return for FTE credit, in East Carolina's efforts to make freshman and sophomore university courses available and easily accessible to citizens of Carteret County.
- J. To provide a program of evaluation whereby institutional energies, transformation processes, and student performances, both institutionally and on the job, are examined periodically in terms of stated objectives.
- K. To provide the opportunity for all people to continue their personal growth as responsible citizens in a democratic society.

LOCATION AND FACILITIES

Carteret Technical Institute is located on United States Highway 70 West, Morehead City, North Carolina. Morehead City is one of two state ports in North Carolina and is rapidly becoming the center of commerce and industry in the northern tidewater area.

The school is housed in a new one and one-half million dollar facility located on scenic Bogue Sound. The Institute is located less than one-half mile from the center of town.

The Institute is equipped with the latest and most modern equipment. The entire facility is heated and where practical, classrooms and laboratories are air-conditioned.

ACCREDITATION

Carteret Technical Institute is accredited by the Department of Community Colleges and the North Carolina State Board of Education and operates as specified in Chapter 115A of the General

Statutes of North Carolina. The Institute is also accredited by and a member of the Southern Association of Colleges and Schools. In addition, the Allied Health Programs are approved by the American Medical Association and the North Carolina State Board of Health.

ADDITIONAL PROGRAMS AT OTHER INSTITUTIONS

Two community colleges are located within relatively easy driving distance from Carteret County. These institutions offer degree and diploma programs not presently offered at Carteret Technical Institute. These programs, to a large extent, contain course requirements which may be taken at Carteret Technical Institute before transfer is necessary; in some cases, the major share of these requirements may be taken at the Institute. Students who prefer a degree or diploma program at the following community colleges should contact a counselor at Carteret Technical Institute.

Associate in Applied Science Degree

Coastal Carolina Community College, Jacksonville, N.C.

- Architectural Technology
- Civil Engineering Technology (Surveying)
- Dental Hygiene
- Electronic Data Processing-Business

Craven Community College, New Bern, N.C.

- Accounting
- Drafting and Design Technology
- Educational Assistant
- Marketing and Retailing Technology
- Mechanical Drafting

Diploma Programs

Coastal Carolina Community College, Jacksonville, N.C.

- Architectural Drafting
- Automotive Body Repair
- Dental Assistant
- Masonry
- Operating Room Technician
- Radio and Television Servicing

Craven Community College, New Bern, N.C.

Automotive Body Repair

Electronic Servicing

Machinist

Masonry

ADMISSIONS



ADMISSION PROCEDURES AND ENTRANCE REQUIREMENTS

GENERAL ADMISSION REQUIREMENTS

The admission procedures of Carteret Technical Institute are designed to create a feeling of personal interest in the applicant and his plans for the future.

Carteret Technical Institute is a co-educational institution open to any individual who meets the admission requirements for the particular course in which he chooses to enroll.

If a student fails to meet the admission requirements for the course of his choice, a member of the counseling staff will help him plan a remedial or preparatory program of study. The counselor, working with the applicant, may recommend a program more suitable to the individual's ability, aptitude, and educational background.

BASIC ADMISSION REQUIREMENTS

All Associate in Applied Science Degree applicants must be high school graduates. The high school graduation requirement is considered to have been met by graduation from high school, possession of a State High School Equivalency Certificate, or possession of an Adult High School Diploma.

Generally, applicants for admission to a Diploma Program must possess a high school diploma or its equivalency. However, some exceptions are made for individuals whose age and maturity make success in a Diploma Program likely.

ADMISSION PROCEDURES

1. *Application.* The applicant must submit a properly completed application form to the Office of Student Affairs. Early application is recommended to allow adequate time for processing.
2. *Medical Report.* A medical history questionnaire must be completed by all applicants. In addition, those accepted for admission in Practical Nurse Education, Associate Degree Nursing, and Radiologic Technology must present medical forms completed by a physician and dentist prior to final acceptance. Necessary medical forms will be provided by the Office of Student Affairs.
3. *Transcripts.* Applicants for admission to all programs at the Institute must have official transcripts forwarded from high schools and all post-secondary schools that they have attended. Applicants who have earned equivalency certificates must present evidence that they have successfully completed the tests. It is the responsibility of the applicant to insure that official transcripts are presented to the Office of Student Affairs.

4. *Testing.* For advisement and placement purposes, applicants for vocational or technical programs must take, prior to enrollment, the Otis-Lennon Mental Ability Test and the Differential Aptitude Test Battery Administered By Carteret Technical Institute unless the applicant has previously taken the General Aptitude Test Battery administered by the Employment Security Office. These same tests are used for pre-admission purposes in the Associate Degree Nursing, Practical Nurse Education, and Radiologic Technology Programs. The applicants for Radiologic Technology must also take the Scholastic Aptitude Test of the College Entrance Examination Board, Princeton, New Jersey.
5. *Interviews.* All applicants should make an appointment with one of the counselors for a personal interview prior to their enrollment into the Institute. The counseling session is designed to acquaint the student with the Institute and to help determine if the student has made a wise choice in his program selection.

PROVISIONAL ADMISSION

Applicants applying too late to complete all admission procedures or applicants who do not desire admission to a full-time program will be permitted to register as special students at the discretion of the Dean of Student Affairs. Special students will be allowed to enroll for a maximum of 15 quarter hours of credit without meeting all admission requirements. Upon completion of 15 quarter hours of credit, a student must meet all general or specific admission requirements or face suspension from the Institute.

SPECIAL ADMISSION REQUIREMENTS FOR ASSOCIATE DEGREE NURSING, PRACTICAL NURSE EDUCATION, AND RADIOLOGIC TECHNOLOGY PROGRAMS

1. *Interviews.* The applicants must report to the Institute for personal interviews with a counselor in the Student Affairs Office and the Department Representative. The applicant must report for a final interview with the Admissions Committee.
2. *Testing.* Applicants for these programs must qualify through entrance tests. Nursing and Radiology applicants will take the Otis-Lennon Mental Ability Test and the Differential Aptitude Test Battery. Radiologic Technology applicants must also take the Scholastic Aptitude Test.
3. *References.* Three letters of character reference are required prior to the Admissions Committee interview.
4. *Medical Reports.* All accepted applicants must have completed

physical examinations and file these completed forms with the Office of Student Affairs.

EVENING CURRICULUM PROGRAM ADMISSIONS REQUIREMENTS

Students who apply for admission to the Evening Program will follow the same procedures for admission as outlined for the day program. Applicants applying too late to complete all admission procedures or applicants who do not desire admission to a full-time program will be permitted to register as special students at the discretion of the Dean of Student Affairs. Special students will be allowed to enroll for a maximum of 15 quarter hours of credit without meeting all admission requirements. Upon completion of 15 quarter hours of credit a student must meet all general or specific admission requirements or face suspension from the Institute.

ADMISSION OF TRANSFER STUDENTS

Educational work completed by a student in other accredited institutions may, where applicable, be credited toward the requirements of the Degree or Diploma Program at Carteret Technical Institute. Admission as a transfer student is considered according to the following regulations:

1. A completed application, medical history questionnaire, and a transcript direct from the transfer institution must be received before registration is permitted.
2. Transfer credit may be allowed for courses in which a student has made a "D" provided he has a minimum grade point average of 2.0 (C average) on all credits accepted for transfer.
3. The Dean of Student Affairs will evaluate all transcripts for transfer credit and will submit them to the Division Chairman for their review. All courses for which transfer credit is allowed must parallel courses offered at Carteret Technical Institute or fall within the same course classification if not offered at Carteret Technical Institute.
4. Credits from Colleges operating on the semester system are recalculated on a quarter hour basis.
5. Quality point averages for graduation, honors, and continuing enrollment are computed on Carteret Technical Institute work only.
6. The time limit for acceptance of transfer credits from another

institution toward completion of a diploma or degree from Carteret Technical Institute is ten years.

7. An applicant on disciplinary suspension from another college or institute will not be admitted to Carteret Technical Institute until the specified suspension period is completed. Any student who conceals such status is subject to dismissal upon discovery.
8. Applicants will receive an "Evaluation of Transfer Credits" form denoting hours transferred with their acceptance letter.

TRANSFER OF CREDITS WITHIN CARTERET TECHNICAL INSTITUTE

Credits earned in any institutional degree program may be credited toward a degree or diploma program upon evaluation by the Dean of Student Affairs. Credits earned in a diploma program are not acceptable to an associate degree program but may be credited toward a second diploma major. If graduation requirements change during the time a student is enrolled, the student may elect to satisfy the requirements in effect at the time of his original enrollment or the new requirements.

All students who are currently enrolled or who have graduated from a curriculum program of the Institute and wishes to transfer to another curriculum program must follow these procedures:

1. Submit an application stating the desired curriculum and quarter of entrance.
2. Meet the admission requirements for the desired program as stated in the school catalog.

Applicants will receive notification of admission by letter from the Office of Student Affairs along with an "Evaluation of Transfer Credit" form denoting hours for which credit will be given.

APPLICATION STATUS

Applicants are kept informed concerning their admission status through the following procedures:

1. The applicant will receive a form letter indicating that the application has been received and what additional information is needed before final acceptance can be granted.
2. Transfer applicants and students transferring between programs within the Institute will receive an "Evaluation of Transfer Credit" form denoting courses for which Carteret Technical Institute credit is allowed.

3. Upon receipt of all necessary forms and completion of admission procedures, a final letter denoting acceptance for admission is forwarded to the applicant.

READMISSION

Application for readmission is required of all students for whom one or more quarters have elapsed since their last enrollment. Graduates who plan to return in another program must also file for admission.

FOREIGN STUDENTS

The Institute is authorized under Federal law to enroll non-immigrant alien students. All foreign applicants must submit evidence of proficiency in the English language.

ACADEMIC INFORMATION



CURRICULUM

QUARTER SYSTEM

Carteret Technical Institute operates on the quarter system. The fall, winter, spring, and summer quarters are each approximately eleven weeks in length. The Institute is in session five days per week.

CREDIT HOURS

The quarter hour is the unit of measurement for credit purposes. Quarter hours of credit are awarded as follows: one quarter hour credit for each hour per week of class work, one quarter hour of credit for each three hours of shop practice per week.

The formula for computation of credit hour equivalency is as follows:

1 class hour (C)	= 1 credit hour (CH)
2 laboratory hours (L)	= 1 credit hour (CH)
3 shop (S) or skills laboratory (L) hours	= 1 credit hour (CH)

Courses listed in the catalog are not designated as "skills" laboratories as such; however, where credit is awarded on a 3 to 1 ratio, it means the emphasis in the lab (L) is on skills development.

Generally, a student will have to spend two clock hours in preparation for one class hour.

TRANSFER OF CREDIT

Educational work completed by the student in accredited institutions may, where applicable, be credited toward the requirements of the Degree or Diploma Program at Carteret Technical Institute. Students must file transcripts of previous education so that an evaluation can be made for awarding of transfer credit. (See *Admissions* for additional information about awarding of transfer credit.)

Quarter hours of credit earned at Carteret Technical Institute can be transferred to any of the institutions authorized to function under the North Carolina Department of Community Colleges and to many other educational institutions. Each individual institution, whether a member of the Department of Community Colleges or not, will evaluate each student's transcript for awarding of possible transfer credit from Carteret Technical Institute.

STUDENT CLASSIFICATION

Full-time student—a student enrolled for twelve (12) or more quarter hours of credit.

Part-time student—a student enrolled for fewer than twelve (12) quarter hours of credit.

Freshman—a student who has completed with a passing grade less than forty-five (45) quarter hours of credit.

Sophomore—a student who has completed with a passing grade more than forty-five (45) quarter hours of credit.

REGISTRATION

All students are urged to register at the beginning of each quarter of attendance. Students who have failed to register properly will be considered audit students and will receive neither grades nor credit for the course. Registration procedures are published prior to each registration period and should be followed to insure that enrollment has been completed. Those students who fail to register on the designated dates each quarter will be assessed a late registration fee.

AUDITING

Courses may be audited after registration procedures have been completed and permission has been obtained from the instructor. Credit by examination will not be allowed for courses which have been audited. A grade of "Au" will be recorded on the transcript with no hours credit or quality points given.

PROFICIENCY EXAMINATION CREDIT

Credit by examination may be allowed if a student can demonstrate evidence that he possesses the required level of proficiency in a given subject as a result of independent study and experience.

The credit will be based on a written or oral examination or both given by the instructor of the course for which a proficiency score is desired.

Upon successful completion of a proficiency examination, hours credit will count toward graduation; however, no grade will be given. Hours earned by proficiency examination will not be used in the calculation of quality points.

CHANGE OF SCHEDULE

There may exist certain circumstances that make it necessary for a student to change his class schedule after initial enrollment. A change in class schedule after registration may be made only with the approval of the faculty advisors, Dean of Student Affairs, (Assistant Dean of Student Affairs, Counselor), and clearance by the Business Office.

The last date that a course can be added each quarter is stated in the school calendar (normally one week after course begins). Any student wishing to drop a course must follow the drop procedures published in the school catalog.

WITHDRAWAL

Students desiring to leave the Institute during the quarter must withdraw officially through the Office of Student Affairs. This can be done with an official withdrawal slip obtained from the Dean of Student Affairs. There is no penalty if a student officially withdraws. Students who withdraw without following the above procedures will receive failing grades on all courses for which they are registered.

ATTENDANCE

The nature of the programs for students at Carteret Technical Institute is such that it is necessary that students be in regular attendance at all times. A student must attend a minimum of 75 percent of the total class hours, laboratory periods, and shop sessions for each course in order to receive a passing grade in curriculum classes or a certificate in Continuing Education. Absences in excess of 25 percent will result in the student being automatically withdrawn from the course with a failing grade.

In accordance with State Policy 4D.0310 (C) (1), a student will be automatically dropped from enrollment in any or all courses in which he or she is registered upon accumulating five consecutive absences. A student who is dropped under Policy 4D.0310 (C) (1) and who desires to be readmitted may do so with the joint approval of the Dean of Student Affairs and the instructor(s) affected by the readmittance in curriculum courses and by the Director of Continuing Education and the instructor(s) affected in Continuing Education courses. A student who does not re-enroll or formally withdraw will receive a failing grade at the end of the quarter. A student who is unable to request readmission may request permission to formally withdraw in accordance with normal procedures outlined below.

A student will be allowed to withdraw anytime during the quarter for valid reasons (such as illness or similar emergencies). The grade received for official withdrawal will be WD. The course title and number will appear on the transcript with the WD listed beside the course but hours and quality points for the course(s) will not be counted in computing grade point average for curriculum courses.

Note To Veteran Students: A veteran student will automatically receive an "F" on courses dropped after the sixth week of the quarter unless due to extenuating circumstances.

Each student has the full responsibility of accounting to his or her instructors for each class session missed. The instructor(s) will determine if the work can be made up. However, any work that is made up cannot be used to erase any absences on the part of the student.

GRADING SYSTEM AND QUALITY POINT AVERAGE

A quality point system is used to calculate all student scholarship standings. The letter grades used and explanations follow.

Letter Grade	Numerical Grade	Explanation	Quality Points Per Quarter Hour Credit
A	93-100	Excellent	4
B	84-92	Good	3
C	75-83	Average	2
D	68-74	Below Average	1
F	Below 68	Failed	0
WD		Withdrew officially—no grade or quality points.	
I		Incomplete—no grade or quality points because of incomplete work. An "I" must be removed from the transcript within one calendar year. If an "I" is not removed within the time allowed, the "I" will be changed to an "F" on the transcript.	
Au		Audit—no grade or quality points	

The quality point average is calculated by dividing the total number of quality points earned by the hours attempted, including both courses passed and failed. If a course has been repeated,

only the higher grade will be used in determining the quality point average. All courses attempted will be shown on the official transcript.

ACADEMIC RETENTION REQUIREMENTS

Each student at Carteret Technical Institute is expected to maintain satisfactory progress toward a degree or diploma. At the end of each quarter, a student's grade point average for that quarter and his cumulative grade point average are examined. Minimum cumulative grade point averages for remaining in good standing are as follows:

Attempted Credit Hours	Diploma Program (Grade Point Average)	Degree Program (Grade Point Average)
1-20	1.25	1.25
21-39	1.50	1.40
40-59	1.75	1.65
60-79	2.00	1.80
80-99		1.90
100-149		2.00

ACADEMIC PROBATION

Any student who falls below the minimum retention requirements will be placed on probation. When a student is placed on probation, he is so notified in writing by the Dean of Student Affairs. A student on academic probation is required to schedule a conference with a counselor after he is so notified about his probationary status. The counselor will assist the student in identifying his academic problems and may help the student to explore alternative programs for which he is better qualified. Any curriculum student on probation who fails to make satisfactory improvement in his grade point average during the quarter he is on probation may be suspended, placed in a more appropriate program, or be encouraged to take a reduced load. A student who has been suspended for academic reasons may apply for readmission. His readmission application would be considered on an individual basis by the Dean of Student Affairs, Division Chairman and advisor.

NOTE TO VETERAN STUDENTS

Under new V.A. regulations, no veteran student will be considered to have made satisfactory progress when he or she fails

or withdraws from all subjects undertaken when enrolled in two or more unit subjects. Students who fall in this category will be automatically placed on probation for one quarter. In addition, veteran students who fail to meet the academic retention requirements at the end of the probationary period will no longer be certified by V.A. educational benefits until approved by a V.A. counselor.

REPEATING COURSE WORK

The following regulations govern the repeating of a course previously taken at Carteret Technical Institute.

A student who has failed a course will be allowed to repeat the course and receive the higher grade. Should a course be repeated, the quality point average would be determined using the hours attempted and quality points received from the higher grade.

In some instances a student passes a course but does not reach the proficiency required during the quarter to advance to the next course in the sequence. Should a student taking a sequence course fail to meet the proficiency required by the department involved to advance to the next course in the sequence, he would be encouraged by the counseling staff and faculty advisor to repeat the course in order to gain greater proficiency.

A student who makes a passing grade in a course and wishes to repeat the course must have the permission of the Division Chairman, the counselor, and the Dean of Student Affairs.

When the course has been repeated, the higher of the grades would be recorded on the student's transcript and used for determining the quality point average.

In order to maintain a complete record of all courses taken, the student's transcript would contain those courses passed, failed, and repeated. However, only the higher grade will be used to determine the quality point average needed for graduation.

DEAN'S LIST AND HONOR'S LIST

Carteret Technical Institute recognizes outstanding academic achievement by a student through the Dean's List and Honor's List.

The Dean's List is composed of students who are enrolled for a minimum of twelve quarter hours of credit and receive no grade below an "A" on all work taken.

The Honor's List is composed of students who are enrolled for at least twelve quarter hours of credit and make at least three quality points per credit hour on all work taken with no grade below a "C".

TRANSCRIPT AND GRADE REPORTING

Reports of grades will be mailed to each student's home immediately following the completion of each quarter's work.

Transcripts of the student's record will be sent to other colleges, universities, institutes, employers, or to the student himself, when an official request has been made, but only after all obligations have been completed with the Institute.

There is no fee charged for the issuing of transcripts.

REQUIREMENTS FOR GRADUATION

Carteret Technical Institute has been approved by the North Carolina Department of Community Colleges to award an Associate of Applied Science Degree, a Diploma, or a Certificate to those who qualify through course work taken at the Institute.

An Associate of Applied Science Degree is awarded a student who completes a two year technical program with a general average of "C" or better and has at least two quality points for each quarter hour of credit earned in his total program.

A diploma is awarded a student who completes a one year vocational program with a general average of "C" or better and has at least two quality points for each quarter hour of credit earned in his total program.

A certificate is awarded a student who successfully completes a program of less than one year in length.

Presence at graduation exercises is a requirement for prospective degree or diploma recipients except when permission for absentia has been granted by the Dean of Student Affairs. A written request for such permission must be made at least ten (10) days before commencement.

Upon recommendation of the curriculum area coordinator and approval by the Dean of Instruction and the President of the Institute, certain specific graduation requirements may be waived. This action may be necessitated as a result of curriculum changes during a student's enrollment which would prevent such student from completing all courses listed. However, only courses which are relative to the curriculum will be allowed to be substituted. The failure of an adequate number of students to register for a particular course during a person's final quarter would also be grounds for waiving certain graduation requirements and substituting a course applicable to the field of study being pursued.

All financial obligations to the Institute must be cleared before a degree, diploma, or certificate can be awarded.

GRADUATION WITH HONORS

Students graduating with quality points averaging 3.5 and above will be so designated on the graduating program and their degree or diploma will bear a gold "Honors" seal.

EXPENSES



FEES AND EXPENSES.

GENERAL FEES

A major objective of Carteret Technical Institute is to provide quality education at the lowest possible cost for the student. Tuition and fees paid by students are kept at a minimum and do not represent the total operating expenses of the Institute. The balance is provided by local, state, and federal tax funds.

TUITION AND FEES FOR STUDENTS ENROLLED IN GENERAL EDUCATION PROGRAM

Resident (12 quarter hours or more)	\$ 33.00 per quarter
Non-Resident (12 quarter hours or more)	\$162.50 per quarter
Resident (less than 12 quarter hours)	\$ 2.75 per quarter hour
Non-Resident (less than 12 quarter hours)	\$ 13.50 per quarter hour
Insurance (optional)	\$ 3.00 per year
Activity Fee (full-time students)	\$ 3.00 per quarter

TUITION AND FEES FOR STUDENTS ENROLLED IN TECHNICAL AND VOCATIONAL PROGRAMS

Resident (12 quarter hours or more)	\$ 33.00 per quarter
Non-Resident (12 quarter hours or more)	\$162.50 per quarter
Resident (less than 12 quarter hours)	\$ 2.75 per quarter hour
Non-Resident (less than 12 quarter hours)	\$ 13.50 per quarter hour
Insurance (optional)	\$ 3.00 per year
Activity Fee (full-time students)	\$ 3.00 per quarter

PAYMENT OF FEES

Tuition and fees for each quarter are payable at registration. Any student who is unable to make payment at that time must make prior arrangements with the Business Manager.

A student will not be allowed to register if he has an outstanding debt due the Institute.

A student will not be allowed to graduate, receive a diploma or certificate, or obtain a transcript as long as an account is outstanding.

LATE REGISTRATION

A late registration fee of \$5.00 will be charged, in addition to the regular required fees, all students who register after the official registration dates as published in the school calendar.

REFUND POLICY

Tuition refund for students shall not be made unless the student is, in the judgment of the institution, compelled to withdraw for unavoidable reasons. In such cases, two-thirds (2/3) of the student's tuition may be refunded if the student withdraws within ten (10) calendar days after the first day of classes as published in the school calendar. Tuition refunds will not be considered after that time. Tuition refunds will not be considered for tuitions of five dollars (\$5.00) or less, unless a course or curriculum fails to materialize due to no fault of the student.

ACTIVITY FEE

An activity fee of \$3.00 per quarter is required of all day and evening curriculum students enrolled for twelve credit hours or more. The fee is required for both resident and non-resident students. The fee is used for all student activities.

AUDITING FEE

Students auditing a curriculum course at the Institute will be required to pay the tuition fee applicable to students receiving credit for the course. This regulation applies to both resident and non-resident students.

ACTIVITY CARDS

Activity cards will be issued at the beginning of each quarter to all full-time students.

GRADUATION FEE

A graduation fee will be due and payable when application for graduation is processed. The graduation fee covers the cost of the degree or diploma, the rental of a cap and gown, and other graduation expenses.

INSURANCE

A student may purchase insurance to cover accidents associated with school activities for \$3.00 per year. This group insurance coverage is for an entire academic year. It is highly recommended that all students take advantage of this coverage. The insurance is optional and students can purchase this coverage by making payment in the Business Office at the beginning of each quarter. Students who elect not to purchase this insurance coverage must sign a waiver indicating that the Institute will not be held responsible for any accident that occurs on the campus or at a school related activity.

BOOKS AND SUPPLIES

Necessary textbooks, supplies, and tools can be acquired through the bookstore maintained by the Institute. The bookstore is operated on a cash basis, and there is no refund on books and supplies. The cost of these items varies according to the program of study taken by the student.

ESTABLISHING RESIDENCY

GENERAL. The tuition charge for legal residents of North Carolina is less than for nonresidents. To qualify for in-state tuition, a legal resident must have maintained his domicile in North Carolina for at least 12 months immediately prior to his classification as a resident for tuition purposes. In order to be eligible for such classification, the individual must establish that his or her presence in the State during such twelve-month period was for purposes of maintaining a bona fide domicile rather than for purposes of mere temporary residence incident to enrollment in an institution of higher education.

DOMICILE. Domicile means one's permanent dwelling place of indefinite duration, as distinguished from a temporary place of abode.

BURDEN OF PROOF AND STATUTORY PRESUMPTIONS. The burden of establishing facts which justify classification of a student as a resident entitled to in-state tuition rates is on the applicant for such classification. Proof of residential status is controlled, initially, by two statutorily prescribed complementary presumptions, which are stated in terms of prima facie evidence:

- a. If the parents or court-appointed legal guardian of the student (without reference to the question of whether the student is a

minor or an adult) are not domiciliaries (legal residents) of North Carolina, such fact shall constitute prima facie evidence that the student is not a domiciliary (legal resident) of North Carolina, and the student must assume the burden of rebutting the prima facie showing by producing evidence that he, independently is in fact a domiciliary (legal resident) of North Carolina, in spite of the nonresidential status of his parents:

- b. Conversely, if the parents of the student are domiciliaries of North Carolina, such fact shall constitute prima facie evidence that the student is a domiciliary of North Carolina. If the student has neither parents nor legal guardians, the prescribed concept of prima facie evidence cannot and does not apply.

MINORS. A minor is any person who has not reached the age of eighteen years. The domicile of a minor is that of the father. With a few exceptions noted below, this presumption is virtually irrebutable. If the father is deceased, the domicile of the minor is that of the surviving mother. If the parents are divorced or legally separated, the domicile of the minor is that of the parent having custody by virtue of a court order; or, if no custody has been granted by virtue of court order, the domicile of the minor is that of the parent with whom he lives, or, if the minor lives with neither parent, in the absence of a custody award, the domicile of the minor is presumed to remain that of the father. Even though a person is a minor, under certain circumstances the person may be treated by the law as being sufficiently independent from his parents as to enjoy a species of adulthood for legal purposes. The consequences, for present purposes, of such circumstances is that the affected person is presumed to be capable of establishing a domicile independent of that of the parents; it remains for that person to demonstrate that a separate domicile in fact has been established. The circumstances recognized as having the potentially emancipating effect are:

- a. Marriage of the minor person:
- b. Parental disclaimer of entitlement to the minor's earnings and the minor's proclamation and actual experience of financial independence from his parents, with the actual establishment and maintenance of a separate and independent place of residence.

MARRIED WOMEN. The domicile of a wife is presumed to follow that of her husband; the converse is not presumed. The significance of the marital relationship is limited to use of the presumption that a woman who marries a North Carolina domiciliary becomes, by virtue of such marriage, a domiciliary of North Carolina. Under such circumstances, the wife still must maintain that status for a

minimum period of twelve months before she is eligible to be classified as a resident for tuition purposes.

MILITARY PERSONNEL. The domicile of a person employed by the Federal Government is not necessarily affected by assignment in or reassignment out of North Carolina. Such a person may establish domicile for himself by the usual requirements of residential act plus intent. No person shall lose his in-state resident status by serving in the armed forces outside of the State of North Carolina.

PROPERTY AND TAXES. Ownership of property in or payment of taxes to the State of North Carolina apart from legal residence will not qualify one for the in-state tuition rate.

CHANGE OF STATUS. A student admitted to initial enrollment in an institution (or permitted to re-enroll following an absence from the institutional program which involved a formal withdrawal from enrollment) shall be classified by the admitting institution either as a resident or as a non-resident for tuition purposes prior to actual matriculation. A residential classification once assigned (and confirmed pursuant to any appellate process invoked) may be changed thereafter (with a corresponding change in billing rates) only at intervals corresponding with the established primary divisions of the academic calendar.

RESPONSIBILITY OF STUDENTS. Any student or prospective student in doubt concerning his residence status must bear the responsibility for securing a ruling by stating his case in writing to the admissions officer. The student who, due to subsequent events, becomes eligible for a change in classification, whether from out-of-state to in-state or the reverse, has the responsibility of immediately informing the Office of Admissions of this circumstance in writing. Failure to give complete and correct information regarding residence constitutes grounds for disciplinary action.

APPEALS OF RULINGS OF ADMISSION OFFICERS. A student appeal of a classification decision made by an admissions officer shall be filed by the student with that officer in writing and shall be transmitted to the Residence Status Committee by that officer, who shall not vote in that Committee on the disposition of such appeal. The student shall be notified of the date set for consideration of the appeal and, on request of the student, he or she shall be afforded an opportunity to appear and be heard by the Committee. Any student desiring to appeal a decision of the Residence Status Committee shall give notice in writing of that fact within 10 days of receipt by the student of the decision of the Residence Committee, and the basis for such appeal, to the Chairman of the

Residence Committee, and the Chairman shall promptly transmit the appeal to the State Residence Committee.

Regulations concerning the classification of students by residence for purpose of applicable tuition differentials, are set forth in detail in *A Manual to Assist the Public Higher Education Institutions of North Carolina in the Matter of Student Residence Classification for Tuition Purposes*. Each enrolled student is responsible for knowing the contents of this *Manual*, which is the controlling administrative statement of policy of this subject. Copies of the *Manual* are available on request in the Student Affairs Office.

FINANCIAL AID



GENERAL STATEMENT

Carteret Technical Institute participates in various financial aid programs. The purpose of the financial aid program is to provide assistance to students of exceptional financial need who without financial aid would be unable to pursue an education. Some of the basic areas of assistance are described below. For more detailed information see the separate publication, *Financial Aid at Carteret Technical Institute*, available from the Office of Student Affairs. All inquiries should be addressed to the Assistant Dean of Student Affairs, Carteret Technical Institute, 3505 Arendell Street, Morehead City, North Carolina.

SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (SEOG)

The purpose of this program is to provide SEOG to students of exceptional financial need, who, for lack of financial means of their own or their families, would not be able to enter or enroll without such assistance. The SEOG program was established by Title IV, Part A, of the Higher Education Act of 1965 (Public Law 89-829). The maximum grant is \$1,000 and minimum grant is \$200. To be eligible for an SEOG, a student must be: (1) a high school graduate or the equivalent; (2) a national of the United States, or in the United States for other than a temporary purpose and intending to become a permanent resident thereof; (3) a full-time student in either the degree or diploma program; (4) of exceptional financial need and unable to attend the Institute without such a grant; (5) capable of maintaining good standards in his course of study. The SEOG shall be made for the period required by the student to complete his course of study. In no event should such period exceed four academic years. The term academic year covers a period of three quarters.

BASIC EDUCATIONAL OPPORTUNITY GRANT (BEOG)

The Education Amendment of 1972 authorized a new program of financial aid, the Basic Educational Opportunity Grant. This program has been funded and it provides awards to students of up to a maximum of \$1,400 for each undergraduate year. However, the grant cannot exceed the need of the student nor can it be for more than 50 per cent of the actual costs of attendance at the institution the student has chosen. This grant program is in the process of grant change. Contact Student Aid Office for the latest developments and award procedures.

VETERAN'S EDUCATIONAL ASSISTANCE

Carteret Technical Institute has been approved for the training of veterans. Veterans, widows, and children of deceased veterans who want to attend school under the U. S. Code 38, Chapters 31, 34, and 35 may be admitted to Carteret Technical Institute and approved to receive educational benefits provided they meet the requirements established by the Veterans Administration.

Full details concerning training programs may be obtained from any Veterans Service Office or the Regional Office, Winston-Salem, North Carolina.

SOCIAL SECURITY

Students up to age 22 may be eligible for benefits from Social Security provided; (1) either the mother or father or both receive monthly disability or retirement benefits from Social Security; or (2) either parent is deceased and that person was fully insured by Social Security prior to death. In the event that these requirements are met by one enrolled as a full-time student, he should contact the nearest local Social Security Office for complete details.

VOCATIONAL REHABILITATION

Vocational Rehabilitation is a program operated through the Division of Vocational Rehabilitation in cooperation with the North Carolina Department of Public Instruction and the Federal Office of the Vocational Rehabilitation Administration. The Division finances such services as are necessary to enable a physically or mentally employable-handicapped person to become self-supporting. Financial assistance is available for training at Carteret Technical Institute for eligible handicapped persons. If a prospective student has a physical disability or is limited in his activity because of a disability, he should contact the Division of Vocational Rehabilitation.

COLLEGE FOUNDATION

The insured student loan program is administered in North Carolina by the College Foundation, Inc., through the State Education Assistance Authority. Participating North Carolina banks and life insurance companies provide for the student loans and these are available to any North Carolina student under terms and conditions set by College Foundation. Loans cover educational expenses for one year including tuition, books, and activity fee plus

any allowances for travel and living expenses. Residents of North Carolina enrolled full-time may borrow up to \$2,500 per academic year. To be eligible for this loan, a student must be: (1) a full-time student; (2) a legal resident of North Carolina; (3) in good standing at his chosen school.

COLLEGE WORK-STUDY PROGRAM

A number of eligible full-time students may be employed in the Work-Study Program. Work-Study students may be employed during the summer for a maximum of 40 hours per week if they are not enrolled during such period and plan to resume full-time studies the following quarter. Students work at the Institute and in various non-profit agencies in the community.

JONES-AUSTIN VFW SCHOLARSHIP FUND

The Jones-Austin VFW Scholarship was established in October 1972 by the Jones-Austin VFW Post in Beaufort.

Application Procedures —

1. Submit an application for financial aid on forms provided by the Assistant Dean of Student Affairs.
2. An applicant should submit a letter requesting consideration for the scholarship and why the scholarship is needed.
3. Applications are renewable each quarter and awards will be made on a quarter to quarter basis.

Eligibility Requirements —

1. Be a resident of Carteret County, North Carolina.
2. Have an established need for the scholarship and be eligible for financial assistance.
3. Inability to obtain other grants.
4. Be accepted as a full-time student.
5. Have the academic potential to pursue the course of study for which application is made.
6. The Race, Color, and Sex of the recipient shall not be a determining factor in awarding the grant.

SCHOLARSHIPS WILL BE GIVEN FOR TUITION AND BOOKS ON A PER QUARTER BASIS.

LYNCH SCHOLARSHIP

Mr. and Mrs. A. D. Lynch have provided for a yearly scholarship in the amount of \$250 to be given to a resident of Carteret

County who would be unable to attend school without financial assistance. Mr. Lynch, a former Trustee of Carteret Technical Institute, in giving the scholarship recognized the tremendous need for persons trained in the vocational and technical fields.

STUDENT SERVICES



STUDENT SERVICES

COUNSELING

Carteret Technical Institute places a high priority on the professional services offered by its trained counselors. Competency in the counseling of students concerning their educational, vocational, and personal needs is accepted as a major area of responsibility of the institution. All who come through the "open-door" have an inherent expectation of receiving assistance from a well-trained and concerned individual.

The counseling staff provides specific services in the areas of recruiting, testing, placement, orientation, advising, job placement, and follow-up. Students in the Evening School will be served by the counseling staff on a regular basis four nights per week.

ORIENTATION

Orientation is a continuing process throughout a student's enrollment at the Institute.

Each student receives admissions information and counseling during the admissions process to enable him to make a wise decision in his choice of study, as indicated by identified needs, interests, and abilities. Group orientation sessions are conducted for all new students to introduce representatives of the administration, student government, and faculty.

Orientation is utilized to explain the Institute policies, regulations, facilities, and services.

FACULTY ADVISORS

In addition to the counseling and advising services offered by the Department of Student Affairs, all faculty members serve as advisors to enrolled students. At the time of initial enrollment, each student is assigned a faculty advisor in his major curriculum area. The advisor assists the student in planning his program and is available throughout the student's enrollment to offer advice and assistance. The students are encouraged to consult regularly with their faculty advisor.

Each student has full responsibility for keeping record of his progress in his program of study. This includes being aware of the grade point average, course failures, courses repeated, and the requirements he must meet for graduation. Similarly, faculty advisors are required to maintain adequate records for each advisee.

EDUCATIONAL PLACEMENT

A large number of the applicants will have made a choice of program before making application for enrollment. At the same time, some of these and a number of the other applicants may require placement assistance in meeting entrance requirements, particularly those applicants who need G.E.D., preparatory, and/or developmental courses.

Applicants are encouraged to have an interview with a counselor at the time they make application for enrollment at the Institute. Later, when the necessary information is acquired, a pre-admission interview is held to assist the applicant in choosing the program for which it appears he is best suited. At this time the counselor makes use of the Otis-Lennon Mental Ability Test, the Differential Aptitude Tests, the Kuder Interest Inventory, high school transcript, the applicant's experiences, personal interests, and any other pertinent information available about the individual.

When an applicant appears deficient in a subject area, he may be advised to enroll in preparatory or developmental courses to alleviate these deficiencies prior to and/or while enrolled in his regular course of study.

Should a student not meet with success in his original choice of program, continued assistance by a counselor will be rendered to help him in choosing an alternate program of study.

When prospective students inquire about programs which are not offered at Carteret Technical Institute, the counselor, in keeping with the philosophy of helping all our citizens, will provide the necessary educational and occupational information and will assist him in locating an institution that offers the program he is seeking.

Three areas of concern which may be instrumental in properly placing students in programs are: (1) placement test; (2) proficiency examination credit; and (3) transcripts of previous educational experiences.

OCCUPATIONAL PLACEMENT

Carteret Technical Institute offers job placement service for assisting students needing employment while enrolled at the Institute, on terminating their enrollment early, and/or upon graduation.

A member of the student services staff maintains a current listing of full-time and part-time job opportunities which have been made known to the department.

A student services staff member also works with the staff at the local employment office in an effort to assist students in obtaining employment.

The staff also works with Vocational Rehabilitation Counselors in placing students who have special problems, physical or mental, that handicap them in competing for employment.

When students request job placement assistance, their training and work experience is evaluated and they are referred to employers when their qualifications meet the job requirements.

Instances when no employment opportunities exist, the staff member may contact employers in an effort to assist individual students to locate positions for which they are qualified.

STUDENT HEALTH SERVICES

Carteret Technical Institute being a commuter institute where the student resides at home, maintains no health facilities other than first aid equipment. The responsibility for medical services rests with the student and his parents or guardian.

First aid kits are located in the Student Affairs Office and in the shop areas for student use in treating minor injuries. All injuries, however minor, must be reported to the instructor. If the case requires more attention than first aid, the instructor will make a report to the Student Affairs Office. They will make provisions for the injured to be transported to local physicians or to the emergency room of the local hospital which is located across the street from the Institute.

Students are encouraged to carry accident insurance. A student may purchase insurance to cover accidents associated with school activities at a minimum cost each year. This group insurance coverage is for an entire school year. It is highly recommended that all students take advantage of this coverage. The insurance is optional and students can purchase this coverage by making payment in the Business Office at the beginning of each quarter. Students who do not purchase the insurance offered must sign a waiver releasing the Institute of any responsibility for injuries on campus or for school related activities.

STUDENT HOUSING

Carteret Technical Institute does not have dormitory or boarding facilities. Although the Student Affairs Office assumes no direct responsibility in securing housing for those students not living at home, members of that department will assist students in locating suitable accommodations in the community.

STUDENT LOUNGE

The Institute provides a student lounge for the convenience of students. Included in the lounge is a snack area for sand-

wiches, candies, and soft drinks. Tables and chairs are provided so that students can relax during class breaks.

ATHLETICS

The Institute provides the opportunity for students to develop and participate in an athletic program. Funds are available to sponsor a team in any sport where there is sufficient interest to institute a program. Teams have been fielded in basketball in the past with teams participating both in intercollegiate and intramural programs.

STUDENT GOVERNMENT ASSOCIATION

The purpose of the Student Government Association at Carteret Technical Institute is to promote the general welfare of students, to foster a spirit of democracy and unity in all student activities, to better school-community relations, and to stimulate student participation in all phases of school functions.

All full-time students at the Institute are members of the Student Government Association. The Representative Assembly is composed of elected representatives from each curriculum. Officers of the Association are elected in the Fall Quarter by the student body at large.

The Constitution of the Student Government Association is printed in the *Student Handbook*. Each student should be thoroughly familiar with the Constitution and the *Student Handbook*.

STUDENT ORGANIZATIONS

Carteret Technical Institute makes every effort to surround students with activities and services conducive to intellectual growth and worthwhile use of leisure time. This is done to promote the general welfare of students, to foster a spirit of democracy and unity in all student activities, to better school-community relations, and to stimulate student participation in the above activities. In return, the student is expected to follow the established policies and devote his efforts to his personal improvement and the good of the institution.

The procedures for establishing student organizations are as follows:

1. Present a proposal to the representatives of the Student Government Association. This proposal should include the following:
 - A. Purpose, goals, and objectives of the proposed organization.

- B. Membership requirements including non-discriminatory statement.
 - C. Internal structure of the proposed organization.
 - D. Tentative budget projected for one year of operation.
 - E. Evidence of the willingness of a faculty member to serve as an advisor to the organization.
2. The Student Government Association will consider this proposal, and make their recommendations to the Student Government Advisor who will present these recommendations to the Student Affairs Committee for final consideration.
 3. An annual evaluation will be conducted by representatives of the Student Affairs Committee.

THE LEARNING RESOURCES CENTER

The Learning Resources Center is comprised of three areas: (1) The Library area; (2) The Media Area; and (3) The Guided Studies area. The library has over 11,000 books, and it subscribes to more than 125 magazines and 6 newspapers. The media area has the equipment and the audiovisual materials to support the curriculum programs and for the use of the students.

Guided Studies, which is a combination of the Learning Laboratory and Developmental Studies, is an individualized instructional center that utilizes a systems approach to learning.

The staff includes a director and instructors. There are no formal classes. A realistic schedule is worked out with each student who proceeds at his own pace. Guidance and counseling are provided as needed.

Subjects offered include reading, English, French, German, Spanish, spelling, science, social studies, and mathematics. A choice of instructional media-kits of individualized materials, tapes, filmstrips, teaching machines, etc., is available.

A leaflet entitled "Learning Laboratory" gives a brief overview of the facilities and offerings at Carteret Technical Institute and a paper-bound book of 94 pages entitled *Learning Laboratories*, by Teachey and Carter, describes the philosophy, procedures, and methods of programmed learning; it is oriented especially to programs in North Carolina. A copy of this book is available at the Learning Resources Center.

The General Education Development (GED) is given once every month at Carteret Technical Institute by the Director of Guided Studies. To meet the requirements for the GED test, a person must be eighteen years of age and out of school for six months. He must be a current resident of North Carolina (Service personnel assigned to a military base in North Carolina are considered residents).

A person must have a standard score of 35 on each of the five tests and an average standard score of 45 or a total of 225 on all five tests.

If a person has to be retested, he may retake part or all of the battery of tests after a period of six months from the date the tests were first taken.

When a person has successfully completed the GED test, he will receive a high school equivalency diploma.

There are facilities for individual and group programmed study in all areas of the Learning Resources Center.

The center is located in spacious and well-lighted quarters designed to offer the best facilities for group and individual enrichment. Books and related media are available for each program offered at the institute with additional general interest and reference materials.

Professionally trained personnel, clerical staff, and student assistants are available to help the students and faculty receive the greatest benefits from the Learning Resources Center. The center is open from 8:00 A.M. to 9:30 P.M. Monday through Thursday and from 8:00 A.M. to 3:30 P.M. on Friday.

It is recommended that all students familiarize themselves with the rules and regulations of this area. These rules are found in the *LRC Handbook* available in the Learning Resources Center.

CAMPUS REGULATIONS

PARKING REGULATIONS

Parking areas for visitors, for faculty and staff, and for students will be designated. Any undesignated parking area shall be construed as student parking. Every "no parking" area is a *tow area*.

Parking stickers will be provided full-time staff, part-time staff, and Board members. These individuals will be allowed to park in the reserved parking areas. Parking, however, will be allotted on a first-come, first-served basis. *Cars without parking stickers parked in a reserved area will be towed away.*

During evenings of Board meetings, reserved parking shall be specifically allotted for members of the Board. A staff member shall be on hand in the reserve lot to ensure that this regulation is enforced. During the work day, parking for Board members shall be provided in the reserve lot on a first-come, first-served basis.

These regulations apply both *day and night* from 8:00 a.m. until 10:00 p.m. The Institute president may suspend such regulations after 4:30 p.m. for special occasions as long as he shall

give 24 hours written notice of such suspension. The suspension shall be for a designated evening only.

All illegally parked vehicles will be towed away at the owner's expense.

SMOKING

Smoking is permitted in the student lounge, halls, and on campus but is prohibited in the classrooms, shops, and laboratories. Ash trays and receptacles are provided in those parts of the building where smoking is allowed, and students are expected to make use of those receptacles.

LITTER

Food and soft drinks are allowed only in the student lounge and the Cosmetology Department. Students are expected to leave these areas clean and to dispose of other litter in the wastebaskets throughout the building.

DRESS

Students are expected to dress appropriately for all occasions.

STUDENT CONDUCT

Students are expected to display the qualities of courtesy, respect, and integrity that characterize the behavior of mature individuals and to abide by the rules and regulations established by the Institution. The violation of certain regulations will be considered a serious offense and may subject the student to disciplinary measures up to and including dismissal. Complete explanations of these regulations, along with procedures to be followed in disciplinary action and procedures to be followed by students wishing to appeal such action are set out in the *Student Handbook*.

CONTINUING EDUCATION



CONTINUING EDUCATION PROGRAMS

GENERAL INFORMATION

Division Objective

An important objective of Carteret Technical Institute is to provide general education opportunities for the adults of Carteret County. The Institute offers a variety of courses on a continual basis. These courses are for upgrading, skill improvement, high school completion, or personal interest. Additional information concerning any program in this section may be obtained by contacting the Division of Continuing Education.

Admission

Any adult is eligible to attend adult classes offered by the school on campus or at any of the several adult education classroom areas used by the Institute.

Any student admitted to class must have reached his eighteenth birthday, or his regular public school class must have graduated.

Individuals having special high school education needs who do not meet the above admission requirements may be assisted by special agreement between local school officials and the administration of Carteret Technical Institute.

Class Locations

Many adult education classes are held away from the Institute campus in areas where suitable quarters can be arranged and student interest justifies the class. In the past, classes have been held in Carteret County Schools, industries, community centers, and churches. There is no reason why a class cannot be taught in any location where suitable quarters exist, attendance is sufficient, and a qualified instructor is available.

Schedules

Continuing Education classes are scheduled when a need for the class is established, space exists to teach the class, and an instructor is available. The programs therefore do not begin and conclude on a quarterly schedule as do the curriculum programs.

The Institute releases advance information to various newspapers and radio stations about new classes. With this publicity, and by other means, the Institute makes it known to the public that a class is about to begin.

Classes in any subject can be arranged upon request in most cases. The Division of Continuing Education also maintains a

"Record of Inquiry" in which a list is kept of the names and addresses of people who express interest in a course or courses. This "Record of Inquiry" is one of the tools used in determining the schedule of the Continuing Education Division; however, other survey methods will be used in determining the educational needs and interests of the public, and results of these surveys will also influence class scheduling.

Fees

A \$3.00 registration will be charged for most Continuing Education classes. This fee is due and payable at the first class session. Textbooks, when required, may be bought through the Institute.

Attendance

Adults are expected to attend class regularly. Attendance records are maintained by class instructors.

Regular attendance helps maintain continuity in the classroom work, justifies the existence of the class, and assures the student of accomplishment impossible with excessive absences.

Certificates

Certificates are awarded students meeting requirements for the classes and programs for adults. The Division uses the Continuing Education Unit as the method of recording the value of non-curriculum courses.

Program Descriptions

The Continuing Education division offers an increasing variety of courses and programs.

The continuing development of adult programs is based upon the community's particular and varied needs in areas of formal academic learning, cultural advancement, vocational improvement, and creative personal interest.

Accordingly, academic courses range from adult literacy training through high school certificate preparation and other preparatory courses.

Non-credit courses, workshops, and study groups in human relations, life problems, and social action are available according to interest and demand, as are programs in art, arts and crafts, drama, and music.

SPECIFIC PROGRAM AREAS

GENERAL EXTENSION

Program Objective

The extension division of the Institute proposes to offer those types of courses to prepare individuals for employment or to upgrade workers already employed. The division also serves area industries and public agencies by providing training for their employees. It is also the division's goal to provide general interest courses for the service area provided that such requests fall within the statutory responsibility of the Institute.

Admission Requirements

Generally speaking, any individual who is 18 years of age or whose high school class has graduated is eligible for admission to extension classes; applicants are usually admitted on the first come, first served basis. Some classes may have specific admission requirements. In such cases, the Director of Continuing Education programs will inform applicants of these requirements.

Expenses

Most extension courses require a \$3.00 registration fee which should be paid at the first class session. In the special cases where registration fees are waived, students will be so informed.

Examples of Extension courses offered

Supervisory Development	Navigation
Net Making	Creative Sewing With Knits
Basic Sewing	Decorative Painting
Introduction to Law	Ceramics
Enforcement	
Fire Service Training	Pen and Ink
First Aid	Millinery
Pre-natal Care	Drug Abuse
Firearms Training	Pilot's Ground School
Metric System	Real Estate
Stocks and Bonds	Emergency Medical Services
Wood Carving	Pottery
Cabinet Making	Needle Arts
Nursing Aid	Breathalyzer Training
Quilting	Horticulture

ADULT BASIC EDUCATION

Program Objective

Adult Basic Education is a program designed with one major objective—to assist adults who wish to improve their skills in oral and written communication, arithmetic, basic science, and social studies. Classes meet where there is sufficient number of interested adults.

Materials are provided by the Institute. All materials used have been especially prepared with emphasis on individual needs and interests. Instruction is individualized. The teacher and the student attempt to determine where the student is and where he wants to go. Instruction in Level I (Adult Basic Education) is intended for the individual who has difficulty in reading, writing, and arithmetic. Level II (Adult Basic Education) is intended for the more advanced individual who has not achieved an eighth grade level of reading ability. At this level much emphasis is placed on arithmetic and the social living skills.

Admission Requirements

Adult Basic Education is offered to any adult who has reached the age of eighteen (18), is not enrolled in the public schools, and who desires to acquire the basic skills of reading, writing, and arithmetic.

Fees

There are no student fees associated with this program.

HUMAN RESOURCES DEVELOPMENT

Program Objective

The primary objective of this program is to provide pre-vocational and literacy training to the disadvantaged, the unemployed, and the underemployed.

Instruction in the program allows the trainee to improve in oral and written communications, mathematics, basic science and social studies. The curriculum is in a continuous state of modification through use and generally consists of related substance such as visits to plant sites, lectures from management, training in job related areas, and behavioral training.

This program is a joint effort between the U. S. Department of Labor, the North Carolina Employment Security Commission, the N. C. Department of Community Colleges, and Carteret Technical Institute.

Admission Requirements

Students must: (1) be 18 years old; (2) be classified as either disadvantaged, unemployed, or underemployed; and (3) be able to accept employment or continue one's education at the termination of the program.

Fees

There are no student fees associated with this program.

TRAINING FOR NEW AND EXPANDING INDUSTRIES

Program Objective

One of the basic objectives of this program is to stimulate the creation of more challenging and rewarding jobs for the people of this area by providing a customized training service to new and expanding industries.

Subject to only minimal limitations, this Institute in cooperation with the Industrial Services Division of the State Department of Community Colleges will design and administer a special program for training the production manpower required by any new or expanding industry creating new job opportunities in North Carolina.

This program includes the following services:

1. Consultation in determining job descriptions, defining areas of training, and in prescribing appropriate course outlines, training schedules, and materials.
2. Selecting and training of instructors. These instructors may be recruited from the company and from outside sources.
3. Payment of instructor's wages for the duration of the training program.
4. Provision of suitable space for a temporary training facility prior to the completion of the new plant, should such temporary space be required. This may be space with another Technical Institute or Community College or leased space in the community.
5. Assumption of installation costs of equipment in the temporary training facility.
6. Payment for one-half the cost of nonsalvageable materials expended in the training program.

The purpose of this service is to help a new or expanding industry to meet its immediate manpower needs and to encourage each industry to develop a long-range training program of its own to satisfy its continuing replacement and retraining needs.

For further details of this service, please contact the Director of Continuing Education, Carteret Technical Institute, or the Director, Industrial Services Division, North Carolina Department of Community Colleges, Raleigh, North Carolina.

Admission Requirements

Admission requirements are established by the program designed for the specific industry.

Fees

There are no student fees associated with this program.

EDUCATIONAL PROGRAMS



EDUCATIONAL PROGRAMS

GENERAL EDUCATION

East Carolina University - Carteret Technical Institute

ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAMS

Associate Degree Nursing
Business Administration
Executive Secretary
General Office Technology
Criminal Justice-Protective Service Technology
Radiologic Technology
Recreation Therapy

DIPLOMA PROGRAMS

Air-Conditioning and Refrigeration
Automotive Mechanics
Cosmetology
Electrical Installation and Maintenance
Light Construction Trades
Marine Diesel Mechanics
Practical Nurse Education
Welding

CERTIFICATE PROGRAMS

Nurses' Assistant
Small Engine Repair

GENERAL EDUCATION PROGRAM



GENERAL EDUCATION PROGRAM

GENERAL STATEMENT

Through the cooperation of Carteret Technical Institute, the Division of Continuing Education at East Carolina University offers a program of general education on the campus of Carteret Technical Institute. Through day and night classes conducted by East Carolina University faculty members, citizens of Carteret County and the surrounding area may complete general education courses by enrolling on a full-time or part-time basis. Credit earned in this program is classified as resident credit, the same as earned on the University campus in Greenville.

ADMISSION REQUIREMENTS

The minimum admission requirements are either an acceptable high school diploma or the high school equivalency certificate (G.E.D.). (The high school G.E.D. tests may be taken at the Institute. Those people who have not completed high school and who wish to take the tests should contact the Director of Guided Studies, Carteret Technical Institute.) Recent high school graduates must provide College Entrance Examination Board (S.A.T.) scores reported directly from Educational Testing Service. Applications for the S.A.T. can be secured from high school guidance counselors or from the Office of Student Affairs at Carteret Technical Institute.

ADMISSION PROCEDURES

All official transcripts and applications should be forwarded to the Office of Student Affairs, Carteret Technical Institute, 3505 Arendell Street, Morehead City, North Carolina 28577, after following the procedures outlined.

- A. Students entering on the basis of a high school diploma should:
 1. Submit an application for admission.
 2. Submit a transcript of the high school record or a copy of the G.E.D. certificate. (Individuals entering on the basis of the G.E.D. certificate must also submit a transcript of that portion of high school work completed.)
- B. Transfer students from other colleges or universities must have a "C" average and must be eligible to return to the last school where they were enrolled. The student wishing to transfer must:
 1. Submit an application for admission.
 2. Submit a high school transcript or G.E.D. certificate. (In-

dividuals entering on the basis of the G.E.D. certificate must also submit a transcript of that portion of high school work completed.)

3. Submit an official transcript from all colleges previously attended.

C. Admission of former East Carolina University students:

1. Students who have previously attended East Carolina University during the regular school year must be eligible to return.
2. Submit an application for admission, but no transcript will be necessary unless other colleges or universities have been attended since the last enrollment at East Carolina University.
3. Students who have attended summer school at East Carolina University on a provisional basis may also apply. Their application will be considered on the basis of their performance in summer school.

REQUIREMENTS FOR STUDENTS PLANNING TO TRANSFER TO THE CAMPUS PROGRAM

Beginning students must meet the following requirements if they desire to transfer to the East Carolina University campus program on the basis of credits earned at Carteret Technical Institute:

- A. Must have earned a minimum of 45 quarter hours of credit.
- B. Must have a "C" (2.0) average on all college credit attempted.
- C. Submit an application with the Dean of Admission of the University.

TRANSFER OF CREDITS TO OTHER INSTITUTIONS

Credits received through the Carteret Technical Institute Program are transferrable to any college or university which accepts transfers from East Carolina University. Students who wish to transfer to some other institution should notify the Records Supervisor, Division of Continuing Education, East Carolina University, Greenville, N. C. 27834 for official transcripts.

CURRICULUM

Students who plan to complete their undergraduate degree at East Carolina University should consult the *Undergraduate Catalog* for complete information concerning degree requirements.

All candidates for baccalaureate degrees must meet the general education requirements listed below and all requirements of their major or major/minor program including specific cognate and supportive courses.

English	10 Q.H.
Science (Students must complete at least 8 hours of an introductory sequence in one science.)	12 Q.H.
Social Sciences	20 Q.H.
Mathematics	5 Q.H.
Humanities and Fine Arts (Select at least one course in Humanities and one course in Fine Arts.)	15 Q.H.
Health and Physical Education	4 Q.H.

GENERAL EDUCATION COURSES OFFERED AT CARTERET TECHNICAL INSTITUTE

English	
Remedial English	0 Q.H.
English 030	5 Q.H.
English 031	5 Q.H.
Science	
Principles of Biology 070	4 Q.H.
Principles of Biology 071	4 Q.H.
Perspectives in Biology 090	4 Q.H.
Biology of the Environment 095	4 Q.H.
Social Sciences	
History 050	5 Q.H.
History 051	5 Q.H.
Political Science 010	5 Q.H.
Sociology 110	5 Q.H.
Psychology 050	3 Q.H.
Psychology 051	3 Q.H.
Psychology 201	4 Q.H.
Geography 015	5 Q.H.
Mathematics	
Math 045 (General College Math)	0 Q.H.
Math 065 (College Algebra)	5 Q.H.

Math 063 (College Algebra I)	2 Q.H.
Math 064 (College Algebra II)	3 Q.H.
Humanities	
American Literature 170	3 Q.H.
Philosophy 001	3 Q.H.
Philosophy 102	3 Q.H.
Philosophy 182	3 Q.H.
Fine Arts	
Art 117 (Art Appreciation)	2 Q.H.
Music 120 (Music Appreciation)	2 Q.H.
Speech 119	3 Q.H.
Speech 217	3 Q.H.
Health	
Health 012	4 Q.H.
Foreign Language	
Spanish 001	5 Q.H.
Spanish 002	5 Q.H.
Spanish 003	5 Q.H.
Spanish 004	5 Q.H.

TUITION AND FEES

Tuition is charged at the rate of \$33 per quarter for an in-state student taking 12 or more credit hours or \$2.75 per credit hour for students taking less than 12 credit hours. Out-of-state tuition is \$162.50 per quarter for students enrolled for more than 12 credit hours or at the rate of \$13.50 per credit hour for students enrolled for less than 12 credit hours. A \$3.00 activity fee is assessed all students each quarter if enrolled for more than 12 credit hours.

REGISTRATION

Registration is held at the Institute on one specified day at the beginning of each quarter. Students who were enrolled in the previous quarter will be given priority. Registration will then be open to others as space permits. No registration is permitted after the "Last Day to Register" listed on the announcement of courses to be offered for that quarter.

AUDITORS

Auditors are permitted in classes on a space available basis. An auditor must pay the same fee as students who register for credit. A student must decide at the time of registration whether he wishes to audit or enroll for credit. No changes can be made after this time. An auditor is not permitted to receive grades on written work or to take tests and examinations.

WITHDRAWALS

A student may withdraw from course(s) without penalty during the first twenty class days in the quarter or ten class days in the summer session, Saturdays excluded. A student wishing to withdraw during this prescribed period must notify in writing the director of the program. Withdrawal without penalty after this prescribed period will be permitted for only the most urgent and compelling reasons. Students should consult the East Carolina University Division of *Continuing Education Bulletin* for the procedure for withdrawal after the prescribed period and/or procedure of appeal. Failure to comply with proper withdrawal procedures will result in failure for the course(s).

COURSE LOAD

The maximum course load is eighteen quarter hours per regular term and ten quarter hours per summer session.

GRADES AND SCHOLARSHIP

A quality point system based upon all hours attempted at East Carolina University is used to calculate all student scholarship standing. The grades "A, B, C, D, F, and I" are used by the University. "A" is the highest grade given, "D" is the lowest passing grade, and "F" is a failing grade. The grade of "I" is given for a deficiency in quantity and not for a deficiency in quality of work. An incomplete must be removed during the next quarter in which the student is enrolled or it becomes a failure automatically. Incompletes must be removed and reported to the Records Office at least two weeks prior to the end of the quarter. If the student does not return to school, the incomplete must be removed within one year or it automatically becomes an "F". An incomplete may not be removed by repeating the course.

EXPLANATION OF GRADES

A—Excellent; B—Good; C—Average; D—Barely Passing; F—Failed, course must be repeated to secure credit; I—Incomplete.

In terms of quality points, a grade of "A" earns 4 quality points per quarter hour; the grade of "B" earns 3 quality points per quarter hour; the grade of "C" earns 2 quality points per quarter hour; the grade of "D" earns 1 quality point per quarter hour. No quality points are given for a grade of "F". After the close of each term, grade reports are mailed to all students.

CLASS ATTENDANCE

Students are expected to attend all class meetings unless illness, military duties, or other emergencies prohibit. Attendance at 75% of the scheduled class meetings is mandatory.

TEXTBOOKS AND SUPPLIES

Students are required to purchase their textbooks. These are available in the Carteret Technical Institute Bookstore during registration and after classes begin during posted hours.

COUNSELING SERVICE

Students who are considering enrolling in courses should talk with the representative from East Carolina University and/or the Student Affairs Staff at Carteret Technical Institute about information concerning their program.

Counseling is available during registration periods and through the school year from 8:00 A.M. until 5:00 P.M., Monday through Thursday and from 8:00 A.M. until 3:30 P.M. on Friday in the Office of Student Affairs, Carteret Technical Institute.

ASSOCIATE IN APPLIED SCIENCE DEGREE PROGRAMS



TECHNICAL PROGRAMS

COURSES OFFERED

Associate Degree Nursing
Business Administration
Criminal Justice and Protective Service Technology
Executive Secretary
General Office Technology
Radiologic Technology
Recreation Therapy

ADMISSION REQUIREMENTS

1. Must be at least eighteen years of age, or his high school class must have graduated.
2. Must be a high school graduate or equivalent.
3. Must complete tests where applicable.
4. A personal interview is required.

ADMISSION PROCEDURE

1. Submit completed application.
2. Have transcripts of all previous education mailed to the Institute.
3. Satisfy admission test requirements for selected programs.
4. Arrange for a personal interview when requested.
5. Submit medical form/questionnaire to the Institute.

ASSOCIATE DEGREE NURSING

PURPOSE OF CURRICULUM

The accelerated growth of population in North Carolina and rapid advancement in medical technology demands an increased number of adequately prepared personnel for health services.

The aim of the Associate Degree Nursing Program is to make available to qualified persons the opportunity to prepare for participation in the care of patients of all ages in various states of dependency and with a variety of illness conditions.

Throughout the program, the student is expected to grow continuously in acquisition of knowledge and understanding related to nursing, the biological sciences, the social sciences, and in skills related to nursing practice, communications, interpersonal relations, and use of good judgment.

JOB DESCRIPTION

The Associate Degree nurse is prepared to identify nursing problems, select nursing action, and provide continuous care for the individual's total health needs. The nurse functions in hospitals, nursing homes, clinics and doctor's offices. The AD nurse usually functions under supervision of a Baccalaureate Degree nurse and/or licensed physician.

Job requirements for the AD nurse include suitable personal characteristics, ability to adapt knowledge and understanding of nursing principles to a variety of situations, technical skills for performance of bedside nursing, appreciation for differences in people and for the worth of every individual, a desire to serve and help others, and readiness to conform to the requirements of nursing ethics and hospital policies.

ACADEMIC REQUIREMENTS

Successful completion of all courses with no nursing course grade lower than "C" and no other associated course grade lower than "D" is required before AD nursing students will be allowed to register for the succeeding quarter.

LICENSURE

Graduates of this program should be eligible to take the licensing examination given by the North Carolina Board of Nursing. A passing score entitles the individual to receive a license and to use the legal title "Registered Nurse." The license must be renewed every 2 years. The Registered Nurse applies for licensure in other states on the basis of a satisfactory examination score in most cases, without repeating the examination.

COOPERATIVE PROGRAM

Carteret Technical Institute and Craven Community College cooperatively offer the Associate Degree Nursing Program. Actual instruction occurs on the campus of Craven Community College located on Race Track Road in New Bern. Clinical training is conducted in hospital facilities in New Bern, Havelock, and Morehead City.

Upon successful completion of this program, an Associate of Applied Science Degree is awarded jointly by the participating institutions.

Specific information concerning admission requirements will be found elsewhere in this catalog.

ASSOCIATE DEGREE NURSING

CURRICULUM BY QUARTERS

	Theory	Lab	Quarter Hours Credit
<u>FIRST QUARTER</u>			
NUR 100 Introduction to Nursing	5	6	7
NUR 101 Nursing I	3	0	3
BIO 161 Anatomy and Physiology	4	2	5
PSY 101 Introduction to Psychology	3	0	3
ENG 110 College Composition I	3	0	3
SSC 101 Orientation & Study Skills	1	0	1
	19	8	22
<u>SECOND QUARTER</u>			
BIO 162 Anatomy and Physiology II	4	2	5
NUR 102 Nursing II	3	9	6
ENG 111 College Composition II	3	0	3
CHM 101 Chemistry with Applied Physics	4	2	5
	14	13	19
<u>THIRD QUARTER</u>			
CHM 102 Biochemistry	3	0	3
NUR 103 Nursing III	3	16	8
NUR 120 Pharmacology	3	0	3
ENG 112 College Composition III	3	0	3
	12	16	17
<u>FOURTH QUARTER</u>			
NUR 104 Nursing IV	3	12	7
SOC 100 Principles of Sociology	3	0	3
BIO 153 Introduction to Microbiology	3	2	4
NUR 110 Nutrition	2	0	2
	11	14	16
<u>FIFTH QUARTER</u>			
NUR 105 Nursing V	3	16	8
SOC 102 Courtship and Marriage	3	0	3
PHY 101 Introduction to Philosophy	3	0	3
PSY 201 Child Psychology	3	0	3
	12	16	17
<u>SIXTH QUARTER</u>			
NUR 106 Nursing VI	3	16	8
PSY 202 Mental Hygiene	3	0	3
HIS 152 American History	5	0	5
	11	16	16
<u>SEVENTH QUARTER</u>			
NUR 107 Nursing VII	6	24	14
SPE 110 Fundamentals of Speech	3	0	3
	9	24	17

BUSINESS ADMINISTRATION

Purpose of Curriculum

In North Carolina the opportunities in business are increasing. With the increasing population and industrial development in the state, business has become more competitive. The Business Administration Curriculum is designed to prepare the student for employment in one of many occupations common to business. Training is aimed at preparing the student in every phase of administrative work that might be encountered in the average business. Objectives of this curriculum are to develop an understanding of the principles of organization and management in business operations, effective communications for business, and human relations as they apply to the successful operations in the rapidly expanding business economy.

JOB DESCRIPTION

The graduate of the Business Administration Curriculum may enter a variety of careers from beginning sales person to office manager trainee. The duties and responsibilities of this graduate may include: making up and filing reports, tabulating and posting data in various books, sending out bills, checking calculations, adjusting complaints, operating various office machines, and assisting managers in supervising. Positions are available in businesses such as advertising, banking, credit, finance, retailing, wholesaling, hotel, tourist, travel industry, insurance, transportation, and communications.

BUSINESS ADMINISTRATION

CURRICULUM BY QUARTERS

	<u>Theory</u>	<u>Lab</u>	<u>Quarter Hours Credit</u>
<u>FIRST QUARTER</u>			
ENG 101 English I	3	0	3
MAT 110 General Math	3	0	3
BUS 101 Introduction to Business	3	0	3
ECO 102 Economics I	3	0	3
BUS 102 Typing I	3	2	4
PSY 112 Personality Development	<u>3</u>	<u>0</u>	<u>3</u>
	18	2	19

	<u>Theory</u>	<u>Lab</u>	<u>Quarter Hours Credit</u>
<u>SECOND QUARTER</u>			
ENG 102 English II	3	0	3
MAT 113 Business Math	3	0	3
BUS 120 Accounting I	5	2	6
ECO 104 Economics II	3	0	3
BUS 103 Typing II	3	2	4
	17	4	19
<u>THIRD QUARTER</u>			
ENG 103 English III	3	0	3
BUS 121 Accounting II	5	2	6
BUS 115 Business Law I	3	0	3
BUS 110 Office Machines	3	2	4
EDP 104 Introduction to Data Processing	3	0	3
	17	4	19
<u>FOURTH QUARTER</u>			
ENG 204 Oral Communication	3	0	3
BUS 229 Taxes	3	0	3
ECO 105 Consumer Finance	3	0	3
BUS 235 Business Management	3	0	3
BUS 116 Business Law II	3	0	3
Elective	3	0	3
	18	0	18
<u>FIFTH QUARTER</u>			
BUS 203 Business Communication	3	0	3
BUS 291 Topical Problems in Business	3	0	3
PSY 202 Psychology	3	0	3
BUS 239 Marketing	3	0	3
Elective	3	0	3
	15	0	15
<u>SIXTH QUARTER</u>			
*BUS 271 Office Management & Supervision	3	0	3
*BUS 232 Promotion Development	3	2	4
BUS 247 Insurance	3	0	3
SOC 202 Sociology	3	0	3
BUS 224 Finance	3	0	3
	15	2	16
*BUS 216 Office Simulation may be used as a substitute for BUS 271 and BUS 232.			

CRIMINAL JUSTICE-PROTECTIVE SERVICE TECHNOLOGY

PURPOSE OF CURRICULUM

This program is designed to prepare the graduate for employment in the field of law enforcement. Today's law enforcement officer must be knowledgeable in many areas if he is to function effectively in our complex society.

To this end, the Criminal Justice-Protective Service Technology Program is dedicated to the purpose of developing proficiency in both pre-service high school graduates and in-service law enforcement personnel. Its development is based on present and future educational needs. It offers theoretical and practical instruction to meet the requirements of various law enforcement agencies.

There is an increasing demand for properly trained law enforcement officers in industry, municipal, county, state and federal agencies, and there is every reason to believe that the highly trained law enforcement officer will find challenging opportunities with public and private law enforcement services.

CAREER OPPORTUNITIES

Law enforcement is that important division which is assigned the power and responsibility of maintaining order and enforcing the law. Its basic functions may be classified as prevention of crime, suppression of criminal activity, apprehension of offenders, preservation of the peace, regulation of noncriminal conduct, and the protection of life and property.

To the original and primary police functions of preserving the peace and maintaining law and order, the ever widening scope of government activity has added a host of other duties to the various law enforcement agencies, ranging from the regulation of traffic and the suppression of vice to the enforcement of minor laws and ordinances that regulate private life in a modern society.

COOPERATIVE PROGRAM

Carteret Technical Institute participates with Craven Community College in offering the Criminal Justice-Protective Service Technology Program. As a result of this cooperative agreement, students enrolled in the Criminal Justice-Protective Service Technology Program may enroll for courses at either institution and receive full credit at their home institution.

A student may complete courses on the campus of Carteret Technical Institute, Craven Community College in New Bern, or the Cherry Point/Havelock Center. An Associate of Applied Science Degree is awarded to those who complete the program.

Specific information about admission requirements will be found elsewhere in this catalog.

CRIMINAL JUSTICE-PROTECTIVE SERVICE TECHNOLOGY

CURRICULUM BY QUARTERS

	<u>Theory</u>	<u>Lab</u>	<u>Quarter Hours Credit</u>
<u>FIRST QUARTER</u>			
ENG 101 Grammar	3	0	3
MAT 101 Technical Mathematics	5	0	5
CJC 101 Introduction to Criminal Justice	5	0	5
HEA 201 First Aid, Health, and Safety	3	0	3
PSY 202 Introduction to Psychology	3	0	3
	<u>19</u>	<u>0</u>	<u>19</u>
<u>SECOND QUARTER</u>			
ENG 102 Composition	3	0	3
POL 103 United States Government	5	0	5
CJC 102 Criminology	5	0	5
CJC 115 Criminal Law I	3	0	3
PSY 103 Adolescent Psychology	3	0	3
	<u>19</u>	<u>0</u>	<u>19</u>
<u>THIRD QUARTER</u>			
ENG 103 Report Writing	3	0	3
POL 104 State and Local Government	3	0	3
CJC 125 Due Process	3	0	3
SOC 110 Juvenile Delinquency	5	0	5
CJC 219 Civil Disorder and Disasters	3	0	3
	<u>17</u>	<u>0</u>	<u>17</u>
<u>FOURTH QUARTER</u>			
ENG 204 Oral Communications	3	0	3
CJC 212 Drugs and Controlled Substances	3	2	4
CJC 210 Criminal Investigation I	3	2	4
CJC 206 Police Community Relations	3	0	3
CJC 216 Criminal Law II	3	0	3
Elective	3	0	3
	<u>18</u>	<u>4</u>	<u>20</u>
<u>FIFTH QUARTER</u>			
CHM 110 Chemistry	4	2	5
CJC 201 Motor Vehicle Law	3	0	3
CJC 217 Patrol Procedures	3	0	3
CJC 205 Evidence	5	0	5
Elective	3	0	3
	<u>18</u>	<u>2</u>	<u>19</u>

**Quarter
Hours
Credit**

Theory

Lab

Credit

SIXTH QUARTER

CJC 211 Criminal Investigation II	3	2	4
CJC 220 Police Organization and Administration	3	0	3
CJC 218 Firearms, Weapons, and Explosive Devices	3	2	4
CJC 202 Traffic Planning and Accident Investigation	3	0	3
Elective	3	0	3
	<u>15</u>	<u>4</u>	<u>17</u>

ELECTIVES

CJC 290 Introduction to Corrections	3	0	3
CJC 291 Traffic Planning and Management	3	0	3
CJC 292 Police Photography	3	0	3
CJC 293 Sex Crimes	3	0	3
BUS 115 Business Law I	3	0	3
BUS 116 Business Law II	3	0	3
BUS 102 Typing I	3	2	4
BUS 103 Typing II	3	2	4

EXECUTIVE SECRETARY

PURPOSE OF CURRICULUM

The purpose of the Executive Secretary Curriculum is to provide students with training in the accepted procedures required by the business world. The demand for better qualified secretaries in our ever-expanding business world is becoming more acute. The purpose of this program is to give students the necessary secretarial training in typing, dictation, transcription, and terminology for employment. The special training in secretarial subjects is supplemented by related courses in mathematics, accounting, business law, and personality development.

JOB DESCRIPTION

The graduate of the Executive Secretary Curriculum may be employed as a stenographer or a secretary. Stenographers are primarily responsible for taking dictation and transcribing letters, memoranda, and reports. The secretary, in addition to taking dictation and transcribing, is given more responsibility in connection with meeting office callers, screening telephone calls, and assisting an executive. She may enter a secretarial position in a variety of offices in businesses such as insurance companies, banks, marketing institutions, and financial firms.

EXECUTIVE SECRETARY
CURRICULUM BY QUARTERS

	<u>Theory</u>	<u>Lab</u>	<u>Quarter Hours Credit</u>
<u>FIRST QUARTER</u>			
ENG 101 English I	3	0	3
MAT 101 General Math	3	0	3
BUS 101 Introduction to Business	3	0	3
BUS 102 Typing I	3	2	4
BUS 106 Beginning Shorthand	3	2	4
PSY 112 Personal Development	3	0	3
	18	4	20
<u>SECOND QUARTER</u>			
ENG 102 English II	3	0	3
MAT 113 Business Math	3	0	3
BUS 103 Typing II	3	2	4
BUS 120 Accounting I	5	2	6
BUS 107 Shorthand II	3	2	4
	17	6	20
<u>THIRD QUARTER</u>			
ENG 103 English III	3	0	3
BUS 110 Office Machines	3	2	4
BUS 104 Typing III	3	2	4
BUS 108 Shorthand III	3	2	4
EDP 104 Introduction to Data Processing	3	0	3
	15	6	18
<u>FOURTH QUARTER</u>			
ENG 204 Oral Communication	3	0	3
BUS 112 Filing	3	0	3
BUS 205 Typing IV	3	2	4
BUS 206E Dictation and Transcription	3	2	4
BUS 211 Duplicating Machines	3	0	3
ECO 105 Consumer Finance	3	0	3
	18	4	20
<u>FIFTH QUARTER</u>			
BUS 203 Business Communication	3	0	3
BUS 210 Office Procedures	3	2	4
PSY 202 Psychology	3	0	3
BUS 207E Dictation and Transcription	3	2	4
BUS 115 Business Law I	3	0	3
	15	4	17
<u>SIXTH QUARTER</u>			
BUS 208E Dictation and Transcription	3	2	4
SSC 202 Sociology	3	0	3
BUS 283 Terminology and Vocabulary	3	0	3
BUS 216 Office Simulation	2	10	7
BUS 258 Typing Improvement	3	0	3
	14	12	20

GENERAL OFFICE TECHNOLOGY

PURPOSE OF CURRICULUM

More people are now employed in clerical occupations than in any other single job category. Automation and increased production will mean that these people will need more technical skills and a greater adaptability for diversified types of jobs.

The General Office Curriculum is designed to develop the necessary variety of skills for employment in the business world. Specialized training in skill areas is supplemented by related courses in mathematics, accounting, business law, and psychology.

JOB DESCRIPTION

The graduate of the General Office Curriculum may be employed as an administrative assistant, accounting clerk, assistant office manager, bookkeeper, file clerk, machine transcriptionist, or a variety of other clerical-related jobs. Positions are available in almost every type of business, large or small.

GENERAL OFFICE TECHNOLOGY

CURRICULUM BY QUARTERS

	<u>Theory</u>	<u>Lab</u>	<u>Quarter Hours Credit</u>
<u>FIRST QUARTER</u>			
ENG 101 English I	3	0	3
MAT 110 General Math	3	0	3
BUS 101 Introduction to Business	3	0	3
BUS 102 Typing I	3	2	4
ECO 102 Economics I	3	0	3
PSY 112 Personal Development	<u>3</u>	<u>0</u>	<u>3</u>
	18	2	19
<u>SECOND QUARTER</u>			
ENG 102 English II	3	0	3
BUS 103 Typing II	3	2	4
BUS 120 Accounting I	5	2	6
BUS 115 Business law I	3	0	3
MAT 113 Business Math	<u>3</u>	<u>0</u>	<u>3</u>
	17	4	19
<u>THIRD QUARTER</u>			
ENG 103 English III	3	0	3
BUS 110 Office Machines	3	2	4
BUS 104 Typing III	3	2	4
EDP 104 Introduction to Data Processing	3	0	3
Elective	<u>3</u>	<u>0</u>	<u>3</u>
	15	4	17

	<u>Theory</u>	<u>Lab</u>	<u>Quarter Hours Credit</u>
<u>FOURTH QUARTER</u>			
ENG 204 Oral Communication	3	0	3
BUS 211 Duplicating Machines	3	0	3
BUS 205 Typing IV	3	2	4
BUS 229 Taxes	3	0	3
ECO 105 Consumer Finance	3	0	3
BUS 112 Filing	<u>3</u>	<u>0</u>	<u>3</u>
	18	2	19
<u>FIFTH QUARTER</u>			
BUS 203 Business Communication	3	0	3
BUS 210 Office Procedures	3	2	4
PSY 202 Psychology	3	0	3
BUS 213 Typing Office Practice	2	2	3
Elective	<u>3</u>	<u>0</u>	<u>3</u>
	14	4	16
<u>SIXTH QUARTER</u>			
BUS 216 Office Simulation	2	10	7
SSC 202 Sociology	3	0	3
BUS 283 Terminology & Vocabulary	3	0	3
Elective	<u>3</u>	<u>0</u>	<u>3</u>
	11	10	16

RADIOLOGIC TECHNOLOGY

PURPOSE OF CURRICULUM

This curriculum is designed to meet the ever-increasing need for technicians in the rapidly growing branch of medicine known as radiology. At present, many more technologists are needed than are being trained, and studies indicate that the shortage will become more critical in the years ahead. The aim of the Radiologic Technology course is to prepare qualified persons for positions in the area of x-ray technology or to enable them to go on, if they wish, into nuclear medicine and radiation therapy.

Students, who must be high school graduates, receive training that includes classroom study and work experience. Courses are given in anatomy, physiology, physics, radiographic technique, radiographic procedures, chemistry of processing solutions, and darkroom techniques. In addition, courses are also offered in nursing, radiation protection, department administration, and equipment maintenance.

Graduates of the program are eligible for examination by the American Registry of Radiologic Technologists. After passing the examination, they are certified as registered technologists in x-ray technology and entitled to use the legal title "Registered Technologist," abbreviated R. T. They are then eligible for membership in the American Society of Radiologic Technologists, an organization dedicated to maintaining high educational standards of training and professional stature.

JOB DESCRIPTION

As a part of the radiology team, technoligists play a vital role in a science dedicated to saving lives and alleviating human suffering. X-ray technologists work in hospitals, clinics, doctor's offices, public health institutions, and industrial medical clinics. They assist specialist physicians, called radiologists, in the use of x-rays to examine for broken bones, ulcers, tumors, disease or malfunctions of various organs.

The x-ray technologist takes x-ray films, called radiographs. He adjusts x-ray equipment to the correct settings for a specific examination, positions the patient, makes the required number of radiographs and develops and files them.

The x-ray technologist also aids the physician in administering chemical mixtures to the patient to make certain organs show up clearly in x-ray examinations. The technologist may need to use mobile x-ray equipment at a patient's bedside and in surgery.

A prospective radiologic technologist should like people and should be willing and able to tend to sick or disabled with tact and sympathy. He should be accurate and dependable and willing to continue his education beyond certification to keep up with the rapid advances in the field.

RADIOLOGIC TECHNOLOGY

CURRICULUM BY QUARTERS

	Theory	Lab	Quarter Hours Credit
FIRST QUARTER			
ENG 101 English I	3	0	3
RDT 105 Radiologic Mathematics	3	0	3
RDT 107 Anatomy and Physiology I	4	2	5
RDT 101 Radiologic Technology I	4	3	5
RDT 111 Clinical Education	0	16	5
	14	21	21

	<u>Theory</u>	<u>Lab</u>	<u>Quarter Hours Credit</u>
<u>SECOND QUARTER</u>			
ENG 102 English II	3	0	3
RDT 108 Anatomy and Physiology II	4	2	5
RDT 109 X-Ray and Radium Physics	3	2	4
RDT 102 Radiologic Technology II	4	3	5
RDT 112 Clinical Education	0	16	5
	14	23	22
<u>THIRD QUARTER</u>			
ENG 103 English III	3	0	3
RDT 103 Radiologic Technology III	4	3	5
RDT 113 Clinical Education	0	16	5
RDT 104 Introduction to Special Procedures	3	0	3
Elective	3	0	3
	13	19	19
<u>FOURTH QUARTER</u>			
RDT 114 Clinical Education	0	40	13
<u>FIFTH QUARTER</u>			
ENG 204 Oral Communication	3	0	3
RDT 201 Surface Anatomy	2	0	2
RDT 204 Radiologic Technology IV	4	3	5
RDT 215 Clinical Education	0	24	8
	9	27	18
<u>SIXTH QUARTER</u>			
RDT 208 Introduction to Disease	3	0	3
PSY 202 Psychology	3	0	3
RDT 205 Radiologic Technology V	4	3	5
RDT 216 Clinical Education	0	24	8
	10	27	19
<u>SEVENTH QUARTER</u>			
PSY 213 Child Psychology	3	0	3
BUS 223 Personnel Management	3	0	3
RDT 206 Radiologic Technology VI	4	0	4
RDT 217 Clinical Education	0	24	8
	10	24	18
<u>EIGHTH QUARTER</u>			
RDT 218 Clinical Education	0	32	11
RDT 219 Seminar	3	3	4
	3	35	15

RECREATION THERAPY

PURPOSE OF CURRICULUM

The curriculum is designed to train recreation technicians who will function at a leadership level in therapeutic and community recreation programs. Graduates of the curriculum are trained for face-to-face leadership roles with special emphasis on the value of recreation as it relates to handicapped people, as well as to non-handicapped people. Courses offered in the curriculum may be divided into three general categories of English, psychology and sociology, and recreation. More specifically, courses are offered in: social recreation, camp administration, recreation leadership, program planning, adaptive physical education, medical terminology and basic anatomy, nature and outdoor recreation, recreation administration, philosophy of recreation, and gerontology. Skills and basic understanding of the fundamentals of music, first aid, audio-visual aids, arts and crafts, sports officiating, drama, folk square and social dance, individual sports, team sports, and water related activities are gained through specific instruction. Students are given the opportunity to obtain an in-depth understanding of various groups through field trips, laboratory work, and supervised field work. Although therapeutic recreation receives a lot of emphasis, the student, at his own option, may concentrate on community recreation.

JOB DESCRIPTION

A graduate of the curriculum may enter a variety of careers in recreation. In most situations, the technician will work under the supervision of a professional recreator. Students interested in therapeutic recreation may find employment in health agencies, such as centers for the retarded, mental hospitals, alcoholic centers, schools for the blind, schools for the deaf, extended care facilities, nursing and rest homes, and rehabilitation centers. Students not interested in therapeutic recreation may find employment in public, private, and commercial recreation agencies.

RECREATION THERAPY

CURRICULUM BY QUARTERS

	<u>Theory</u>	<u>Lab</u>	<u>Quarter Hours Credit</u>
<u>FIRST QUARTER</u>			
REC 101 Intro. to Recreation Services	3	0	3
REC 111 Intro. to the Ill and Handicapped	3	0	3
REC 112 Medical Terminology & Basic Anatomy	3	2	4

	<u>Theory</u>	<u>Lab</u>	<u>Quarter Hours Credit</u>
REC 121 Recreational Arts and Crafts	1	4	3
REC 122 Water Related Sports & Activities	2	4	4
ENG 101 English I	<u>3</u>	<u>0</u>	<u>3</u>
	15	10	20

SECOND QUARTER

REC 102 Program Planning In Recreation	3	0	3
REC 113 First Aid and Safety	2	2	3
REC 114 Adaptive Physical Education	3	3	4
REC 115 Recreation and the Treatment Team	1	2	2
REC 123 Recreational Music	1	4	3
PSY 202 Introduction to Psychology	3	0	3
ENG 102 English II	<u>3</u>	<u>0</u>	<u>3</u>
	16	11	21

THIRD QUARTER

REC 116 Intro. to Paraprofessional Counseling	3	0	3
REC 124 Team Sports and Games in Recreation	2	3	3
REC 125 Audio-Visual Aids	0	4	2
REC 131 Practicum and Internship Orientation	1	5	3
SOC 202 Introduction to Sociology	3	0	3
PSY 213 Child Psychology	3	0	3
ENG 103 English III	<u>3</u>	<u>0</u>	<u>3</u>
	15	12	20

FOURTH QUARTER

REC 132 Internship I (Summer)	3	17	8
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FIFTH QUARTER

REC 201 Contemporary Recreation in America	2	0	2
REC 202 Residential & Day Camp Administration	3	0	3
REC 203 Effective Supervisory Practices in Recreation	2	0	2
REC 221 Individual Sports and Games	2	3	3
REC 231 Practicum I	0	6	2
PSY 103 Adolescent Psychology	3	0	3
BUS 102 Typing I	3	2	4
or			
ENG 204 Oral Communications	<u>3</u>	<u>0</u>	<u>3</u>
	15	9 or 11	18 or 19

	<u>Theory</u>	<u>Lab</u>	<u>Quarter Hours Credit</u>
<u>SIXTH QUARTER</u>			
REC 204 Recreation Leadership	2	2	3
REC 205 The Community	3	0	3
REC 206 Recreation Seminar	2	0	2
REC 211 Introduction to Gerontology	3	0	3
REC 222 Recreational Drama	2	4	4
REC 232 Practicum II	0	6	2
BUS 213 Business Communication	<u>3</u>	<u>0</u>	<u>3</u>
	15	12	20

SEVENTH QUARTER

REC 207 Recreation Areas and Facilities	0	2	1
REC 208 Recreation Administration	3	0	3
REC 212 Principles of Health in Modern Society	3	0	3
REC 223 Social, Square, and Folk Dance	1	4	3
REC 224 Nature and Outdoor Recreation	2	2	3
REC 233 Practicum III	0	6	2
PSY 215 Abnormal Psychology	<u>3</u>	<u>0</u>	<u>3</u>
	12	14	18

EIGHT QUARTER

REC 234 Internship II (Summer)	0	40	13
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DIPLOMA PROGRAMS



DIPLOMA PROGRAMS

COURSES OFFERED

Air Conditioning and Refrigeration
Automotive Mechanics
Cosmetology
Electrical Installation and Maintenance
Light Construction Trades
Marine Engine Mechanics
Practical Nurse Education
Welding

ADMISSION REQUIREMENTS

1. Must be at least 18 years of age, or his high school class must have graduated.
2. Must possess a high school diploma or its equivalency. However, some exceptions are made for individuals whose age and maturity make success in a Diploma Program likely. To enter the Practical Nurse Education Program, an applicant must have a high school diploma or equivalent.
3. Must complete tests where applicable. These tests will be used solely to aid in student advisement, placement, and guidance except in the case of application for Practical Nurse Education where test scores are used to qualify applicants for admission.
4. A personal interview is required.

ADMISSION PROCEDURE

1. Submit completed application.
2. Have transcripts of all previous education mailed to the Institute.
3. Satisfy admission test requirements.
4. Arrange for a personal interview when requested.
5. Submit medical form/questionnaire to the Institute.

AIR CONDITIONING AND REFRIGERATION

PURPOSE OF CURRICULUM

In recent years, the use of air conditioning and refrigeration equipment has increased tremendously. Practically all new building construction for business and commercial use have "all year" comfort systems. With this great upswing in the use of air conditioning and refrigeration equipment, a great demand is made on trained personnel to install, operate, maintain, and service this equipment.

This curriculum is designed to give the student practical knowledge that will enable them to become capable service men in the industry. Job opportunities exist with companies that specialize in air conditioning, automatic heating, sheet metal, and commercial refrigeration installation and service. The service man is employable in areas of sales, maintenance, installation, and in the growing fields of truck and trailer refrigeration.

JOB DESCRIPTION

The air conditioning and refrigeration mechanic installs, inspects, maintains, services, and repairs domestic and commercial equipment; connects motors, compressors, temperature controls, humidity controls, and circulating fans to control panels; tests systems, observes pressure, vacuum gauges, and adjusts controls to insure proper operation.

AIR CONDITIONING AND REFRIGERATION

CURRICULUM BY QUARTERS

	<u>Theory</u>	<u>Lab</u>	<u>Quarter Hours Credit</u>
<u>FIRST QUARTER</u>			
ENG 1101 Reading Improvement	3	0	3
MAT 1101 Fundamentals of Mathematics	5	0	5
ELC 1102 Basic Electricity	4	0	4
SAF 1101 Shop Safety	1	0	1
AHR 1121 Principles of Refrigeration	<u>8</u>	<u>9</u>	<u>11</u>
	21	9	24
<u>SECOND QUARTER</u>			
ENG 1102 Communication Skills	3	0	3
AHR 1116 Psychrometric Chart Reading	1	0	1
BUS 1120 Bookkeeping	3	0	3
AHR 1122 Domestic and Commercial Refrigeration	3	9	6
AHR 1125 Heating Oil and Gas Burners	2	6	4
ELC 1101 Motor Controls and Relays	<u>0</u>	<u>3</u>	<u>1</u>
	12	18	18
<u>THIRD QUARTER</u>			
BUS 1103 Small Business Operations	3	0	3
AHR 1103 Controllers and Motors	5	0	5
AHR 1123 Principles of Air Conditioning	4	9	7
AHR 1128 Automatic Controls	<u>3</u>	<u>6</u>	<u>5</u>
	15	15	20

	<u>Theory</u>	<u>Lab</u>	<u>Quarter Hours Credit</u>
<u>FOURTH QUARTER</u>			
PSY 1101 Human Relations	3	0	3
AHR 1120 Air Conditioning and Refrigeration Basic Welding Practices	2	3	3
AHR 1124 Air Conditioning and Refrigeration	4	9	7
AHR 1126 All Year Comfort Systems	<u>3</u>	<u>6</u>	<u>5</u>
	12	18	18

AUTOMOTIVE MECHANICS

PURPOSE OF CURRICULUM

This curriculum provides a training program for developing the basic knowledge and skills needed to inspect, diagnose, repair, or adjust automotive vehicles. Manual skills are developed in practical shop work. Thorough understanding of the operating principles involved in the modern automobile comes in class assignments, discussion, and shop practice.

Complexity in automotive vehicles increases each year because of scientific discovery and new engineering. These changes are reflected not only in passenger vehicles, but also in trucks, buses, and a variety of gasoline-powered equipment. This curriculum provides a basis for the student to compare and adapt to new techniques for servicing and repair as vehicles are changed year by year.

JOB DESCRIPTION

Automobile mechanics maintain and repair mechanical, electrical, and body parts of passenger cars, trucks, and buses. In some communities and rural areas, they also service tractors and other gasoline-powered equipment. Mechanics inspect and test to determine the causes of faulty operation. They repair or replace defective parts to restore the vehicle or machine to proper operating condition. They use shop manuals and other technical publications.

Automotive mechanics in smaller shops usually are general mechanics qualified to perform a variety of repair jobs. A large number of automobile mechanics specialize in particular types of repair work. Usually such specialists have an all-round knowledge of automotive repair and may occasionally be called upon to do other types of work.

AUTOMOTIVE MECHANICS

CURRICULUM BY QUARTERS

	<u>Theory</u>	<u>Lab</u>	<u>Quarter Hours Credit</u>
<u>FIRST QUARTER</u>			
SAF 1102 Shop Safety	1	0	1
ENG 1101 Reading Improvement	3	0	3
MAT 1101 Fundamentals of Mathematics	5	0	5
AUT 1101 Internal Combustion Engine	3	15	8
DFT 1101 Schematics and Diagrams- Tools and Engines	<u>3</u>	<u>0</u>	<u>3</u>
	15	15	20
<u>SECOND QUARTER</u>			
ENG 1102 Communication Skills	3	0	3
BUS 1120 Bookkeeping	3	0	3
AUT 1102 Engine Electrical & Fuel Systems	3	12	7
DFT 1102 Schematics and Diagrams- Electric and Fuel	<u>2</u>	<u>3</u>	<u>3</u>
AUT 1121 Basic Hydraulics	<u>1</u>	<u>3</u>	<u>2</u>
	12	18	18
<u>THIRD QUARTER</u>			
BUS 1103 Small Business Operations	3	0	3
AUT 1122 Braking System	2	3	3
AHR 1101 Auto Air Conditioning Repair	2	3	3
AUT 1123 Auto Chassis and Suspension System	4	9	7
DFT 1103 Schematics and Diagrams- Suspension and Braking	<u>1</u>	<u>3</u>	<u>2</u>
	12	18	18
<u>FOURTH QUARTER</u>			
PSY 1101 Human Relations	3	0	3
AUT 1125 Automotive Servicing	3	6	5
AUT 1124 Automotive Power Train System	4	9	7
AUT 1120 Automotive Basic Welding Practices	<u>2</u>	<u>3</u>	<u>3</u>
	12	18	18

COSMETOLOGY

PURPOSE OF CURRICULUM

The Cosmetology Curriculum is designed to prepare the student for employment in the field of cosmetology. Cosmetology has become a science consisting of the use of cosmetics based on

scientific principles. The curriculum provides instruction and practice in manicuring, shampooing, permanent waving, facials, massages, scalp treatments, hair cutting, and styling.

JOB DESCRIPTION

Upon the completion of 1200 hours of training, a student is eligible to take the North Carolina State Board of Cosmetic Art Examinations to be a licensed Hairdresser. The cosmetologist is called upon to advise men and women on problems of make-up, and care of the hair, skin, and hands, including the nails.

COSMETOLOGY

CURRICULUM BY QUARTERS

	<u>Theory</u>	<u>Lab</u>	<u>Quarter Hours Credit</u>
<u>FIRST QUARTER</u>			
Day			
C1001 Scientific Study I	5	0	5
C1011 Clinical Application I (Mannequin Practice)	<u>0</u> 5	<u>30</u> 30	<u>10</u> 15
Night			
C1001 Scientific Study I	4	0	4
C1011 Clinical Application I (Mannequin Practice)	<u>0</u> 4	<u>16</u> 16	<u>5</u> 9
<u>SECOND QUARTER</u>			
Day			
C1002 Scientific Study II	5	0	5
C1022 Clinical Application II	<u>0</u> 5	<u>30</u> 30	<u>10</u> 15
Night			
C1002 Scientific Study II	4	0	4
C1022 Clinical Application II	<u>0</u> 4	<u>16</u> 16	<u>5</u> 9
<u>THIRD QUARTER</u>			
Day			
C1003 Scientific Study III	5	0	5
C1033 Clinical Application III	<u>0</u> 5	<u>30</u> 30	<u>10</u> 15
Night			
C1003 Scientific Study III	4	0	4
C1033 Clinical Application III	<u>0</u> 4	<u>16</u> 16	<u>5</u> 9

	<u>Theory</u>	<u>Lab</u>	<u>Quarter Hours Credit</u>
<u>FOURTH QUARTER</u>			
Day			
C1004 Scientific Study IV	5	0	5
C1044 Clinical Application IV	<u>0</u>	<u>30</u>	<u>10</u>
	5	30	15
Night			
C1004 Scientific Study IV	4	0	4
C1044 Clinical Application IV	<u>0</u>	<u>16</u>	<u>5</u>
	4	16	9

ELECTRICAL INSTALLATION AND MAINTENANCE

PURPOSE OF CURRICULUM

The rapid expansion of the national economy and the increasing development of new electrical products is providing a growing need for qualified people to install and maintain electrical equipment. By mid-1960 more than 350,000 were employed as either construction electricians or maintenance electricians. Between 5,000 and 10,000 additional tradesmen are required each year to replace those leaving the industry. The majority of the electrical tradesmen today are trained through apprenticeship or on-the-job training programs.

This curriculum guide will provide a training program in the basic knowledge, fundamentals, and practices involved in the electrical trades. A larger portion of the program is devoted to laboratory and shop instruction, which is designed to give the student practical knowledge and application experience in the fundamentals taught in class.

JOB DESCRIPTION

The graduate of the electrical trades program will be qualified to enter an electrical trade where he will assist in the planning, layout, installation, check out, and maintenance of systems in residential, commercial, or industrial plants. He will have an understanding of the fundamentals of the National Electrical Code regulations as related to wiring installations, electrical circuits, and the measurements of voltage, current, power, and power factor of single and polyphase alternating circuits. He will have a basic knowledge of motor and motor control systems, industrial electronic control systems, business procedures, organization and practices, communicative skills, and the necessary

background to be able to advance through experience and additional training through up-grading courses offered in the center.

ELECTRICAL INSTALLATION AND MAINTENANCE

CURRICULUM BY QUARTERS

	<u>Theory</u>	<u>Lab</u>	<u>Quarter Hours Credit</u>
<u>FIRST QUARTER</u>			
ENG 1101 Reading Improvement	3	0	3
SAF 1103 Shop Safety	1	0	1
ELC 1112 Electrical Theory	3	9	6
ELC 1127 Electrical Materials and Tools	0	3	1
MAT 1101 Fundamentals of Mathematics	5	0	5
ELC 1105 Shop Science	<u>3</u>	<u>3</u>	<u>4</u>
	15	15	20
<u>SECOND QUARTER</u>			
BUS 1120 Bookkeeping	3	0	3
ENG 1102 Communication Skills	3	0	3
ELC 1126 National Electrical Code	3	3	4
ELC 1124A Residential Installations	3	9	6
DFT 1109 Electrical Blueprints & Layouts	<u>3</u>	<u>3</u>	<u>4</u>
	15	15	20
<u>THIRD QUARTER</u>			
BUS 1103 Small Business Operations	3	0	3
ELC 1113 Electric Motors & Controls	6	12	10
ELC 1124B Residential Installations	<u>3</u>	<u>6</u>	<u>5</u>
	12	18	18
<u>FOURTH QUARTER</u>			
PSY 1101 Human Relations	3	0	3
ELC 1125 Commercial Installations	4	15	9
ELC 1129 Industrial Installations	<u>2</u>	<u>6</u>	<u>4</u>
	9	21	16

LIGHT CONSTRUCTION

PURPOSE OF CURRICULUM

Young men who are interested in construction and maintenance of small buildings should find this program to their liking. Particular emphasis is placed on the construction of residential and small commercial buildings.

The program is designed to prepare the learners to enter employment with preparatory training in the basic building trades

of carpentry, masonry, concrete work, and knowledge of plumbing and electrical installation and maintenance.

Instruction is presented in the proper care and use of tools including the steel square and power machinery. Some of the units of study are foundations, house framing, roofing, interior trim, floors, walkways, bricklaying, stone work, plastering and dry-walls, and various window installations. Related instruction is given in electrical and plumbing installation and maintenance, applied mathematics, estimating, blueprint reading and sketching, specifications and contracts, small business operations, and human relations.

JOB DESCRIPTION

Employment may be obtained with contractors that specialize in the light construction building trades. These contractors employ carpenters, masons, concrete workers, plumbers, heating and air conditioning mechanics, and electricians. Graduates may be employed as apprentices in some areas with advanced credit. Workers in these trades are in demand not only for installation, but also for building maintenance mechanics in small industries, apartments and hotels, public buildings and hospitals.

Light construction workers with adequate experiences and continuing education may qualify as foremen or contractors.

LIGHT CONSTRUCTION

CURRICULUM BY QUARTERS

	<u>Theory</u>	<u>Lab</u>	<u>Quarter Hours Credit</u>
FIRST QUARTER			
CAR 1101 Carpentry	2	3	3
ENC 1101 Reading Improvement	3	0	3
MAT 1101 Fundamentals of Math	5	0	5
SAF 1104 Shop Safety	1	0	1
MAS 1101 General Masonry	2	9	5
DFT 1110 Blueprint Reading: Building Trades	<u>5</u>	<u>0</u>	<u>5</u>
	18	12	22
SECOND QUARTER			
ENG 1102 Communication Skills	3	0	3
BUS 1120 Bookkeeping	3	0	3
CAR 1102 Carpentry	<u>6</u>	<u>18</u>	<u>12</u>
	12	18	18

	<u>Theory</u>	<u>Lab</u>	<u>Quarter Hours Credit</u>
<u>THIRD QUARTER</u>			
BUS 1103 Small Business Operations	3	0	3
PLU 1115 Plumbing	2	3	3
CAR 1103 Carpentry	<u>4</u>	<u>18</u>	<u>10</u>
	9	21	16
<u>FOURTH QUARTER</u>			
PSY 1101 Human Relations	3	0	3
CAR 1124 Painting and Decorating	1	6	3
CAR 1104 Carpentry	2	9	5
CAR 1105 Cabinetmaking and Framing	<u>3</u>	<u>6</u>	<u>5</u>
	9	21	16

MARINE ENGINE MECHANICS

PURPOSE OF CURRICULUM

Marine Engine Mechanics are in demand along the coastal waterways of North Carolina and other states where fishing and water recreation industries exist. This is a rapidly growing industry in many areas of the country. Single boat operations to large fleets exist for sport and commercial fishing and various recreational activities. These boats use propulsion systems ranging from one cylinder motors to large diesel units. These units require trained and skilled mechanics to maintain and service them for proper operation.

This program provides training for individuals interested in becoming mechanics to service and maintain the propulsion system for boats and various types of marine equipment. A thorough understanding of the operation principles of this equipment is provided through classroom instruction, laboratory experiments, group discussions, and shop practice.

JOB DESCRIPTION

Marine engines mechanics maintain and repair mechanical, electrical, hydraulic, and pneumatic equipment used on boats and in industrial applications. Mechanics inspect and test to determine the causes of faulty operation; repair or replace defective parts to restore the machine or unit to proper operating condition; use shop manuals, manufacturers' maintenance manuals, and other technical publications.

MARINE ENGINE MECHANICS**CURRICULUM BY QUARTERS**

	<u>Theory</u>	<u>Lab</u>	<u>Quarter Hours Credit</u>
FIRST QUARTER			
SAF 1105 Shop Safety	1	0	1
ENG 1101 Reading Improvement	3	0	3
MAT 1101 Fundamentals of Mathematics	5	0	5
DSL 1101 Internal Combustion Engines	4	15	9
DFT 1104 Schematics and Diagrams- Power Mechanics	<u>2</u>	<u>0</u>	<u>2</u>
	15	15	20
SECOND QUARTER			
ENG 1102 Communication Skills	3	0	3
BUS 1120 Bookkeeping	3	0	3
DSL 1102 Engine Electrical and Fuel Systems	7	12	11
DSL 1121 Basic Hydraulics	<u>2</u>	<u>3</u>	<u>3</u>
	15	15	20
THIRD QUARTER			
BUS 1103 Small Business Operations	3	0	3
DSL 1127 Marine Engine Servicing	3	12	7
DSL 1120 Marine Engine Basic Welding Practices	2	3	3
DSL 1128 Marine Power Train System	<u>1</u>	<u>6</u>	<u>3</u>
	9	21	16
FOURTH QUARTER			
PSY 1101 Human Relations	3	0	3
DSL 1129 Marine Auxiliary Equipment	3	12	7
DSL 1131 Marine Propulsion System Servicing	<u>3</u>	<u>9</u>	<u>6</u>
	9	21	16

PRACTICAL NURSE EDUCATION**PURPOSE OF CURRICULUM**

The Practical Nursing Curriculum is designed to make available to qualified persons the opportunity to prepare for participation in the care of patients of all ages, in various stages of dependency, and with a variety of illness conditions.

Throughout the one year program, the student is expected to continuously acquire knowledge and understandings related to nursing and biological and social sciences and to develop skills related to nursing practice, communications, interpersonal

relations, and use of good judgment. Evaluation of student performance consists of tests on all phases of course content, evaluation of adjustment to the responsibilities of nursing. A passing score is required on all graded work, plus demonstrated progress in application of nursing skills to actual patient care.

Students are selected on the basis of demonstrated aptitude for nursing, as determined by pre-entrance tests, interviews with faculty members, high school record, character references, and reports of medical and dental examinations.

JOB DESCRIPTION

The licensed practical nurse is prepared to function in a variety of situations; hospitals of all types, nursing homes, clinics, doctors' and dentists' offices, and in some public health facilities. In all situations the LPN functions under supervision of a registered nurse and/or licensed physician. This supervision may be minimal in situations where the patient's condition is stable and not complex, or it may consist of continuous direction in situations requiring the knowledge and skills of the registered nurse or physician. In the latter situation, the LPN may function in an assisting role in order to avoid assuming responsibility beyond that for which the program can prepare the individual.

LICENSING EXAMINATION

Graduates of accredited programs of practical nurse education are eligible to take the licensing examinations given by the North Carolina Board of Nursing. This examination is given twice each year, usually in April and September. A passing score entitles the individual to receive a license and to use a legal title "Licensed Practical Nurse." The Licensed Practical Nurse can apply for licensure in other states on the basis of a satisfactory examination score, without repeating the examination.

PRACTICAL NURSE EDUCATION

CURRICULUM BY QUARTERS

	<u>Theory</u>	<u>Lab</u>	<u>Quarter Hours Credit</u>
<u>FIRST QUARTER</u>			
NUR 1011 Anatomy and Physiology	5	0	5
NUR 1013 Fundamentals of Nursing	10	10	15
NUR 1014 Nutrition	2	0	2
ENG 1102 Communication Skills	<u>3</u>	<u>0</u>	<u>3</u>
	20	10	25

	<u>Theory</u>	<u>Lab</u>	<u>Quarter Hours Credit</u>
<u>SECOND QUARTER</u>			
NUR 1021 Medical-Surgical Nursing I	8	0	8
NUR 1022 Pediatrics I	2	0	2
NUR 1023 Obstetrics I	2	0	2
NUR 1024 Clinical Practice I	0	19	6
MAT 1102 Math	<u>2</u>	<u>0</u>	<u>2</u>
	14	19	20

THIRD QUARTER

NUR 1031 Medical-Surgical Nursing II	6	0	6
NUR 1032 Pediatrics II	2	0	2
NUR 1033 Obstetrics II	2	0	2
NUR 1034 Clinical Practice II	0	24	8
NUR 1035 Pharmacology	<u>2</u>	<u>0</u>	<u>2</u>
	12	24	20

FOURTH QUARTER

NUR 1041 Medical-Surgical Nursing III	8	0	8
NUR 1042 Pediatrics III	2	0	2
NUR 1043 Clinical Practice III	0	24	8
NUR 1044 Practical Nursing	<u>2</u>	<u>0</u>	<u>2</u>
	12	24	20

WELDING**PURPOSE OF CURRICULUM**

This curriculum was developed to fill the tremendous need for welders in North Carolina. The recently completed Manpower Survey shows quite clearly that many welders will be needed annually to fill present and projected vacancies in the State.

The curriculum is designed to give students sound understandings of the principles, methods, techniques, and skills essential for successful employment in the welding field and metals industry.

The field of welding offers a person prestige, security, and a future of continuous employment with steady advancement. It offers employment in practically every industry; shipbuilding, automotive, aircraft, guided missiles, railroads, construction, pipe fitting, radio, and many others.

JOB DESCRIPTION

Welders join metals by applying heat, and sometimes pressure, to melt the edges to form a permanent bond. Closely related

to welding is "oxygen cutting." Of the more than 35 different ways of welding metals, arc, gas, and resistance welding are the three most important.

The principal duty of the welder using manual techniques is to control the melting by direct heat, from electric arc or gas welding torch, and to add filler metal where necessary to complete the joint. He should possess a great deal of manipulative skill with a knowledge of jigs, welding symbols, mathematics, basic metallurgy, and blueprint reading.

WELDING

CURRICULUM BY QUARTERS

	<u>Theory</u>	<u>Lab</u>	<u>Quarter Hours Credit</u>
<u>FIRST QUARTER</u>			
ENG 1101 Reading Improvement	3	0	3
MAT 1101 Fundamentals of Mathematics	5	0	5
SAF 1106 Safety Practices	1	0	1
DFT 1117A Blueprint Reading	2	0	2
WLD 1120 Oxyacetylene	4	15	9
	15	15	20
<u>SECOND QUARTER</u>			
ENG 1102 Communication Skills	3	0	3
BUS 1120 Bookkeeping	3	0	3
DFT 1117B Blueprint Reading	1	0	1
WLD 1121 Arc Welding	3	9	6
WLD 1122 Commercial and Industrial Practices	2	9	5
	12	18	18
<u>THIRD QUARTER</u>			
BUS 1103 Small Business Operations	3	0	3
DFT 1118 Pattern Development & Layout	1	3	2
WLD 1123 Inert, Gas, Mig, & Tig	1	6	3
WLD 1124A Pipe Welding	4	12	8
	9	21	16
<u>FOURTH QUARTER</u>			
PSY 1101 Human Relations	3	0	3
MEC 1112 Machine Shop Processes	0	6	2
WLD 1112 Mechanical Testing & Inspection	1	3	2
WLD 1124B Pipe Welding	3	6	5
WLD 1125 Certification Practices	2	6	4
	9	21	16

CERTIFICATE PROGRAMS



NURSES' ASSISTANT

PURPOSE OF CURRICULUM

The continuing shortage of nursing personnel has created need for a nurses' assistant who is prepared to perform those duties associated with patient care and ward management which require only limited educational preparation.

This course is designed for approximately 330 hours of instruction consisting of classroom, laboratory, and clinical experiences. Clinical practice increases progressively throughout the course. All clinical assignments are planned and supervised by the teacher so that students will learn to apply classroom learnings to hospital practice. Insofar as possible, the student should develop during the course acceptable skill in performance of nursing procedures included in the outline.

COURSE DESCRIPTION

This program is designed to prepare qualified men and women to give effective nursing care to selected patients, to make and report observations, and to carry out routine aspects of ward management. Classroom teaching is centered around modern concepts of health, functional relationship within a hospital, fundamentals of effective interpersonal relations, and nursing procedures related to daily needs of patients and to common therapeutic measures. Throughout the course, emphasis is given to the role of the nurses' assistant. Clinical experiences provide opportunities for applying classroom learning to practice in the hospital setting.

COURSE CONTENTS

Chapter 1 — Orientation

Functions of Hospitals and the Health Care Professions—What You Will Do in Your Job—The Nursing Aid—Part of a Team—Rules to Follow—The Patients You Will Care For

Chapter 2 — Introduction to the Patient

Personal Qualities of the Nursing Aide—Relationships With Patients—Relationships With Visitors—Answering the Patient Call—Communicating With Patients and Others—Observing and Reporting—Basic Human Anatomy

Chapter 3 — Your Working Environment - 1

Cleanliness in the Health Care Institution—Washing Your Hands—Principles of Disinfection and Sterilization—Techniques of Disinfection—Control of Pests

Chapter 4 — Your Working Environment - 2

Equipment—Safety—Fire Safety—Caring for Supplies and Equipment—Disposables—Supplies and Small Equipment—Large Equipment

Chapter 5 — The Patient's Unit-Making the Unoccupied Bed

Typical Patient Unit—Arranging the Patient's Unit—The Discharge Unit—Making the Unoccupied Bed—Closed and Open

Chapter 6 — Lifting, Moving, and Transporting Patients-Making the Occupied Bed

Anatomy of the Skeletal System—The Bones—Anatomy of the Muscular System—Body Mechanics—Lifting and Moving the Patient in Bed—Making the Occupied Bed—Transporting a Patient

Chapter 7 — Personal Care of the Patient

Care of the Patient's Mouth—Helping the Patient to Bathe—The Back Rub—Changing the Patient's Gown—Shampooing the Patient's Hair—Morning Care—Care of the Patient's Skin

Chapter 8 — Food Service

Nutrition—Anatomy of the Digestive System—A Well-Balanced Diet—Nutrition for the Patient—Feeding the Patient—The Importance of Mealtime—Feeding the Helpless Patient—Extra Nourishment—Distributing (Passing) Drinking Water to Patients

Chapter 9 — Special Treatments-Fluids and Wastes

Fluid Balance—Measuring Fluid Intake—Forcing and Restricting Fluids—Fluid Output—Anatomy of the Urinary System—Specimen Collection—Catheters, Tubes and Tubing—Taking Fluids Out of the Body—Rectal Treatments—The Vaginal Douche

Chapter 10 — Observing and Recording Vital Signs

Vital Signs—Anatomy of the Respiratory System—Anatomy of the Circulatory System—Taking a Patient's Temperature—Taking the Pulse—Taking Respirations—Recording TPR's—Graphic Chart—Taking Blood Pressures—Patient Care Records

Chapter 11 — Patient Admission, Transfer, and Discharge

Receiving the Patient—Admitting the Patient—Transferring the Patient—Discharging the Patient

Chapter 12 — Physical Examinations

The Examination as Part of Patient Care—Sequence of the Examination—Draping and Positioning the Patient

Chapter 13 — Heat and Cold Applications

General Purposes and Procedures—Heat Applications—Cold Applications

Chapter 14 — Preoperative Nursing Care

Preparing the Patient for Surgery—Preparation the Evening Before Surgery—Preparation the Morning of Surgery—Preoperative Shaving of the Patient

Chapter 15 — Postoperative Nursing Care

Caring for the Postoperative Patient—The Use of Binders

Chapter 16 — The Patient in Isolation

Communicable Diseases—Isolation Techniques—Special Areas for Precautions—Isolation Precautions and Procedures

Chapter 17 — Care of the Dying Patient

The Patient's Emotional Needs—The Patient's Family—Nursing Care—Signs of Approaching Death—Postmortem Care

Chapter 18 — Review

Accomplishments—Reviewing for an Examination—Continuing to Learn

OUTBOARD MOTOR REPAIR

PURPOSE OF CURRICULUM

Outboard Motor Mechanics are in demand along the coastal waterways of North Carolina and the United States where fishing and water recreation industries exist. The repair of outboard motors is a fast growing industry. Boats use outboard motors from 1 1/2 H.P. to 150 H.P. Such motors need skilled mechanics to maintain and service them.

This program provides training for mechanics through classroom instruction, laboratory experiments, and shop practice.

JOB DESCRIPTION

Outboard motor mechanics maintain and repair ignition, carburetion, power head assembly, lower units, electric, manual, hydraulic shifts, water pump assembly, and stern drives.

Mechanics inspect and test to determine the cause of faulty operation. They repair or replace defective parts to restore the motor to proper operating condition and use shop manuals and other technical publications.

OUTBOARD MOTOR REPAIR

CURRICULUM BY QUARTERS

	<u>Theory</u>	<u>Lab</u>	<u>Quarter Hours Credit</u>
OMR 1101 — Internal Combustion Engine	1	6	3
OMR 1102 — Carburetor and Ignition	1	6	3

	<u>Theory</u>	<u>Lab</u>	<u>Quarter Hours Credit</u>
OMR 1103 — Engine Design	1	6	3
OMR 1104 — Lower Unit Construction	1	6	3
OMR 1105 — Engine Cooling System and Exhaust Construction	1	6	3
OMR 1106 — Outboard Installation and Construction	1	6	3
OMR 1107 — Electric Starters, Generators, and Alternators	1	6	3
OMR 1108 — Outdrives and Electric Tilt	1	6	3

COURSE DESCRIPTIONS



COURSE DESCRIPTIONS

AIR CONDITIONING

	<u>Theory</u>	<u>Lab</u>	<u>Quarter Hours Credit</u>
AHR 1101 — Auto Air Conditioning Repair	2	3	3

General introduction to the principles of refrigeration, study of the assembly of the components and connections necessary in the mechanisms, the methods of operation and control, proper handling of refrigerants in charging system. Prerequisite: None.

AHR 1103 — Controllers and Motors	5	0	5
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The student after classroom instruction will wire controllers to electric motor, put pull in relays on compressors, and trace wiring systems out according to wire-up systems. Prerequisite: None.

AHR 1116 — Psychrometric Chart Reading	1	0	1
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The student will after classroom instruction, read the psychrometric chart. Study psychrometric terms along with a sling psychrometer, work problems on the chart, wet bulb temperature, relative humidity, grains of moisture, and dewpoint temperature. Prerequisite: None.

AHR 1120 — Air Conditioning and Refrigeration Basic Welding Practices	2	3	3
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Welding demonstrations by instructor and practices by students on copper weld, soft soldering, silver soldering, brazing tubing fittings, and special problems in low temperature operations designed to improve the students ability to assemble air conditioning systems. Prerequisite: None.

AHR 1121 — Principles of Refrigeration	8	9	11
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An introduction to the principles of refrigeration, terminology, the use and care of tools and equipment, and the identification and the function of the component parts of a system. Other topics to be included will be the basic laws of refrigeration; characteristics and comparison of the various refrigerants; the use and construction of valves, fittings, and basic controls. Practical work includes tube bending, flaring, and soldering. Standard procedures and safety measures are stressed in the use of special refrigeration service equipment and the handling of refrigerants. Prerequisite: None.

AHR 1122 — Domestic and Commercial Refrigeration	3	9	6
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Domestic refrigeration servicing of conventional, hermetic, and absorption systems. Cabinet care, controls, and system maintenance in domestic refrigerators, freezers, and window air conditioning units is stressed. Commercial refrigeration servicing of display cabinets, walk-in cooler and freezer units, and mobile refrigeration systems are studied. The use of manufacturer's catalog in sizing and matching system components and a study of controls, refrigerants, servicing methods are studied. The American Standard Safety Code for Refrigeration is studied and its principles practiced. Prerequisite: AHR 1121.

AHR 1123 — Principles of Air Conditioning	4	9	7
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Work includes the selection of various heating, cooling, and ventilating systems,

	Theory	Lab	Quarter Hours Credit
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investigation and control of factors affecting air cleaning, movement, temperature, and humidity. Use is made of psychrometric charts in determining needs to produce optimum temperature and humidity control. Commercial air conditioning equipment is assembled and tested. Practical sizing and balancing of duct work is performed as needed. Prerequisite: AHR 1122.

AHR 1124 — Air Conditioning and Refrigeration	4	9	7
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Emphasis is placed on the installation, maintenance, and servicing of equipment used in the cleaning, changing, humidification, and temperature control of air in an air conditioned space. Installation of various ducts and lines needed to connect various components is made. Shop work involves burner operation, controls, testing and adjusting of air conditioning and refrigeration equipment, and location and correction of equipment failure. Prerequisite: AHR 1123.

AHR 1125 — Heating Oil and Gas Burners	2	6	4
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The student will, after classroom instruction, identify and disassemble all components of the vapor type heating unit. The student will, after instruction, adjust the cut off and fuel pressure of an oil burner fuel pump. The student will, after instruction, identify and demonstrate by drawing all components of an oil burner. (gun type) The student will, after classroom instruction, locate and correct five troubles placed on the electric heat trainer. (Provided trainers are received.) The student will, after classroom instruction, locate and correct five troubles placed on the gas heater trainer. (Provided trainers are received.) The student will, after classroom instruction, locate and correct five troubles placed on the oil burner trainer. (Provided trainers are received.) Prerequisite: None.

AHR 1126 — All Year Comfort Systems	3	6	5
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Auxiliary equipment used in conjunction with refrigeration systems to provide both heating and cooling for "all year" comfort will be studied and set up in the laboratory. Included will be oil-fired systems, gas-fired systems, water-circulating systems, and electric-resistance systems. Installation of heat pumps will be studied along with servicing techniques. Reversing valves, special types of thermostatic expansion valves, systems of deicing coils, and electric wiring and controls are included in the study. Prerequisite: AHR 1123, AHR 1128

AHR 1128 — Automatic Controls	3	6	5
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Types of automatic controls and their function in air conditioning systems. Included in the course will be electric and pneumatic controls for domestic and commercial cooling and heating; zone controls, unit heater and ventilator controls, commercial fan systems controls, commercial refrigeration controls, and radiant panel controls. Prerequisite: ELC 1102, AHR 1122.

AUTOMOTIVE MECHANICS

AUT 1101 — Internal Combustion Engine	3	15	8
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Development of a thorough knowledge and ability in using, maintaining, and storing the various hand tools and measuring devices needed in engine repair work. Study of the construction and operation of components of internal combustion engines. Testing of engine performance, servicing and maintenance of piston, valves, cams, and camshafts, fuel and exhaust systems, cooling systems,

	<u>Theory</u>	<u>Lab</u>	<u>Quarter Hours Credit</u>
proper lubrication, and methods of testing, diagnosing, and repairing. Prerequisite: None.			
AUT 1102 — Engine Electrical and Fuel Systems	3	12	7
A thorough study of the electrical and fuel systems of the automobile. Battery cranking mechanisms, generator, ignition, accessories, and wiring, fuel pumps, carburetors, and fuel injectors. Characteristics of fuels, types of fuel systems, special tools, and testing equipment for the fuel and electric system. Prerequisite: AUT 1101.			
AUT 1120 — Automotive Basic Welding Practices	2	3	3
Welding demonstrations by instructor and practices by students on copper weld, soft soldering, silver soldering, brazing tubing fittings, and special problems in low temperature operations designed to improve the students ability in automotive welding and assembling. Prerequisite: None.			
AUT 1121 — Basic Hydraulics	1	3	2
Theory and application of hydraulic systems. A study of pumps, lines, and vales used with equipment for marine and automotive applications. Prerequisite: None.			
AUT 1122 — Braking System	2	3	3
A complete study of various braking systems employed on automobiles and light weight trucks. Emphasis is placed on how they operate, proper adjustment, and repair. Prerequisite: AUT 1121.			
AUT 1123 — Auto Chasis and Suspension System	4	9	7
Principles and functions of the components of automotive chassis. Practical job instruction on adjusting and repairing of suspension and steering systems. Units to be studied will be shock absorbers, springs, steering systems, steering linkage, and front end alignment. Prerequisite: AUT 1102.			
AUT 1124 — Automotive Power Train System	4	9	7
Principles and functions of automotive power train systems: clutches, transmission, gears, torque converters, drive shaft assemblies, rear axles and differentials. Identification of troubles, servicing, and repair. Prerequisite: AUT 1123.			
AUT 1125 — Automotive Servicing	3	6	5
Emphasis is on the shop procedures necessary in determining the nature of troubles developed in the various component systems of the automobile. Trouble-shooting of automotive systems, providing a full range of experiences in testing, adjusting, repairing, and replacing. Prerequisite: AUT 1123, AUT 1121, AHR 1101.			

	<u>Theory</u>	<u>Lab</u>	<u>Quarter Hours Credit</u>
BIOLOGY			
BIO 153 — Introduction to Microbiology	3	2	4
Study of current information about fundamentals of microbiology in such areas as types of microorganisms and their identification, sterilization and pathogenic organisms. Selected laboratory assignments to demonstrate these principles. Prerequisite: ADN Student.			
BIO 161 — Anatomy and Physiology	4	2	5
Advanced course dealing with the structure and functions of the human body. The skeletal, muscular, nervous, endocrine, circulatory, digestive, urinary, and reproductive systems. Blood study and testing urinalysis, dissection of representative vertebrate animals, and physiological experiments. Prerequisite: ADN Student.			
BIO 162— Anatomy and Physiology	4	2	5
A continuation of BIO 161. Prerequisite: BIO 161, ADN Student.			
BUSINESS			
BUS 101 — Introduction to Business	3	0	3
A survey of the business world with particular attention devoted to the structure of the various types of business organization, methods of financing, internal organizations and management. Prerequisite: None.			
BUS 102 — Typing I	3	2	4
Introduction to the touch typewriting system with emphasis on correct techniques, mastery of the keyboard, simple business correspondence, tabulation, and manuscripts. Students may be exempted from this course and receive credit for it by passing a proficiency test. Prerequisite: None.			
BUS 103 — Typing II	3	2	4
Instruction emphasizes the development of speed and accuracy with further mastery of correct typewriter techniques. These skills and techniques are applied in tabulation, manuscripts, correspondence, and business forms. Prerequisite: BUS 102 or equivalent. Beginning speed requirement, 30 words per minute for three minutes.			
BUS 104 — Typing III	3	2	4
Emphasis on production typing problems and speed building. Attention to the development of the student's ability to function as an expert typist, producing available copies. The production units are tabulation, manuscript, correspondence, and business forms. Prerequisite: BUS 103 or equivalent. Speed requirement, 45 words per minute for five minutes.			
BUS 106 — Beginning Shorthand	3	2	4
A beginning course in the theory and practice of reading and writing shorthand. Emphasis on phonetics, penmanship, word families, brief form, and phrases. Students may be exempted from this course and receive credit for it by passing a proficiency test. Prerequisite: None.			

	<u>Theory</u>	<u>Lab</u>	<u>Quarter Hours Credit</u>
BUS 107 — Shorthand II	3	2	4
Continued study of theory with greater emphasis on dictation and elementary transcription. Prerequisite: BUS 106 or equivalent.			
BUS 108 — Shorthand III	3	2	4
Theory and speed building. Introduction to office-style dictation. Emphasis on development of speed in dictation and accuracy in transcription. Prerequisite: BUS 107.			
BUS 110 — Office Machines	3	2	4
Students will receive training in techniques, processes, operation, and application of the ten-key adding machine, electronic calculator, printing calculator, and full-key adding machine. Prerequisite: MAT 110.			
BUS 112 — Filing	3	0	3
Fundamentals of indexing and filing, combining theory and practice by the use of miniature letters, filing boxes and guides. Alphabetic, Geographic, Subject, and chronological methods are studied. Prerequisite: None.			
BUS 115 — Business Law I	3	0	3
A general course designed to acquaint the student with certain fundamentals and principles of business law, including contracts, negotiable instruments, and agencies. Prerequisite: None.			
BUS 116 — Business Law II	3	0	3
Includes the study of laws pertaining to bailments, sales, risk-bearing, partnership-corporation, mortgages, and property rights. Prerequisite: BUS 115.			
Bus 120 — Accounting I	5	2	6
Principles, techniques, and tools of accounting, for understanding of the mechanics of accounting. Collecting, summarizing, analyzing, and reporting information about service and mercantile enterprises, to include application of the principles learned. Prerequisite: MAT 110.			
BUS 121 — Accounting II	5	2	6
Partnership and corporation accounting including a study of payroll, federal, and state taxes. Emphasis is placed on the recording, summarizing, and interpreting data for management control rather than on bookkeeping skills. Accounting services are shown as they contribute to the recognition and solution of management problems. Prerequisite: BUS 120.			
BUS 205 — Typing IV	3	2	4
Emphasis is placed on the development of individual production rates. The student learns the techniques needed in planning and in typing projects that closely approximate the work appropriate to the field of study. These projects include review of letter form, methods of duplication, statistical tabulation. Prerequisite: BUS 104. Speed requirement, 50 words per minute for five minutes.			

	<u>Theory</u>	<u>Lab</u>	<u>Quarter Hours Credit</u>
BUS 203 — Business Communication	3	0	3

Develops skills in techniques in writing business communications. Emphasis is placed on writing action-getting sales letters, business reports; summaries of business conferences; and letters involving credit, collection, adjustment, complaint, orders, acknowledgement, remittances, and inquiry. Prerequisite: ENG 102

BUS 206 — Dictation and Transcription	3	2	4
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Develops the skill of taking dictation and of transcribing at the typewriter materials appropriate to the course of study, which includes a review of the theory and the dictation of familiar and unfamiliar material at varying rates of speed. Minimum dictation of 80 words per minute required for five minutes on new material. Prerequisite: BUS 108.

BUS 207 — Dictation and Transcription	3	2	4
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Covering materials appropriate to the course of study, the student develops the accuracy, speed, and vocabulary that will enable her to meet the stenographic requirements of business and professional offices. Minimum dictation rate of 90 words per minute required for five minutes on new material. Prerequisite: BUS 206.

BUS 208 — Dictation and Transcription	3	2	4
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Principally a speed building course, covering materials appropriate to the course of study, with emphasis on speed as well as accuracy. Minimum dictation rate of 100 words per minute required for five minutes on new material. Prerequisite: BUS 207.

BUS 210 — Office Procedures	3	2	4
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Responsibilities encountered by the secretary during the work day are presented in this course. These responsibilities include the following: receptionist duties, handling the mail, telephone techniques, travel information, telegrams, office records, purchasing of supplies, office organization, insurance claims, and instrument transcription training on transcribing machines. Prerequisite: BUS 103

BUS 211 — Duplicating Machines	3	0	3
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Student receives instruction in the operation of the mimeograph machine, spirit duplicator, offset press, photo copier, and Thermofax. Prerequisite: BUS 102, BUS 103.

BUS 213 — Typing Office Practice	2	2	3
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This course puts into practice many of the procedures learned in typing. The student develops typing skills in banking procedures, documents, processing, travel arrangements, reporting minutes, meetings, and conferences. Prerequisite: BUS 103.

BUS 216 — Office Simulation	2	10	7
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This course is a full-scale office simulation for second year students only. The students operate a model office and perform as office employees. By actually

	<u>Theory</u>	<u>Lab</u>	<u>Quarter Hours Credit</u>
conducting the many business operations such as buying, selling, bookkeeping, and tax work, the student has an opportunity to develop an understanding of the overall office operation and how each part is dependent upon the other. The simulation covers the three office systems that are central to any office operation: sales, purchasing, and cash control. Prerequisite: Open only to sixth quarter students.			
BUS 223 — Personnel Management	3	0	3
Course designed to acquaint student with supervisory problems, with emphasis on the problem solving process. Suggested solutions concerning personnel management. Prerequisite: None.			
BUS 224 — Finance	3	0	3
Financing federal, state, and local government and the ensuing effects upon the economy. Factors affecting the supply of funds, monetary, and credit policies. Prerequisite: Bus 121.			
BUS 229 — Taxes	3	0	3
Application of federal and state taxes to various businesses and business conditions. A study of the following taxes: income, payroll, intangible, capital gains, sales and use, excise, and inheritance. Prerequisite: BUS 120.			
BUS 232 — Promotion Development	3	2	4
This course presents promotion as a part of marketing strategy. It includes the study of consumer behavior, personal selling, advertising, communication and promotion management. Prerequisite: BUS 303.			
BUS 235 — Business Management	3	0	3
Principles of business management including overview of major functions of management, such as planning, staffing, controlling, directing, and financing. Clarification of the decision-making function. Role of management in business qualifications and requirements. Prerequisite: BUS 101, BUS 120.			
BUS 239 — Marketing	3	0	3
A general survey of the field of marketing, with a detailed study of the functions, policies, and institutions involved in the marketing process. Prerequisite: BUS 116.			
BUS 247 — Insurance	3	0	3
The purpose of this course is to give the student a basic understanding of the various types of insurance. The student studies the fundamentals of insurance contracts, major property and liability contracts, and life and health insurance. The student will be able to apply the knowledge gained in this course in his business and in his private life. Prerequisite: None.			
BUS 258 — Typing Improvement	3	0	3
Emphasis is placed on speed and accuracy building. Attention is given to the development of techniques in the areas of stroking, response patterns, manipula-			

	<u>Theory</u>	<u>Lab</u>	<u>Quarter Hours Credit</u>
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tive control, position at the typewriter, keyboard control and eyes on the copy.
Prerequisite: BUS 102.

BUS 271 — Office Management and Supervision	3	0	3
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Presents the fundamental principles of office management. Emphasis on the role of office management including its functions, office automation, planning, controlling, organizing, and actuating office problems. Prerequisite: None.

BUS 283 — Terminology and Vocabulary	3	0	3
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This course is designed to expand the student's vocabulary and improve his spelling. Through the use of records, handouts, and observations made in outside reading, the student is introduced to approximately two hundred words. The student also learns four basic spelling rules and is required to master a 250 word list of commonly misspelled words. Prerequisite: None.

BUS 291 — Topical Problems in Business	3	0	3
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This course is designed to encourage the student to observe day-to-day current business events. Economic theories and social problems related to businesses are studied. Student participation in the discussion of these issues is required. Prerequisite: BUS 101, ECO 102.

BUS 1103 — Small Business Operations	3	0	3
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An introduction to the business world, problems of small business operation, basic business law, business forms, and records, financial problems, ordering and inventorying, layout of equipment and offices, methods of improving businesses, and employer-employee relations. Prerequisite: None.

BUS 1120 — Bookkeeping	3	0	3
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Principles, techniques and tools of accounting, for understanding of the mechanics of accounting-collecting, summarizing, analyzing, and reporting information about service and mercantile enterprises, to include practical application of the learned. Prerequisite: MAT 1101.

CARPENTRY

CAR 1101 — Carpentry	2	3	3
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A brief history of carpentry and present trends of the construction industry. The course will involve operation care and safe use of carpenters handtools and powertools in cutting, shaping, and joining construction materials used by the carpenter. Major topics of study will include theoretical and practical applications involving: Materials and methods of construction, building layouts, preparation of site, footings, and foundation wall construction including form construction and erection. Prerequisite: None.

CAR 1102 — Carpentry	6	18	12
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Practical applications in rough carpentry which consists of: framing, roofing, window and exterior door installation, exterior wall covering, and exterior trim. Prerequisite: CAR 1101, DFT 1110, DFT 1111.

	<u>Theory</u>	<u>Lab</u>	<u>Quarter Hours Credit</u>
CAR 1103 — Carpentry	4	18	10
Cabinetmaking and millwork as performed by the general carpenter for building construction. Use of shop tools and equipment will be emphasized in learning methods of construction of millwork and cabinetry. Practical applications will include measuring, layout, and construction of: base and wall cabinets, built in desk, door and window frames, stairs, and interior and exterior cornice and trim. Materials and finishes will also be studied. Prerequisite: CAR 1101, CAR 1102, DFT 1110, DFT 1111.			
CAR 1104 — Carpentry	2	9	5
Exterior and interior trim and finish carpentry will complete the general carpentry program. Included will be materials and methods used in finishing carpentry such as: exterior cornice, door and window trim; interior flooring, door and window facing, moldings, and cornice construction; installation of hardware; and installation of built-in equipment and cabinets. Prerequisite: CAR 1101, CAR 1102, CAR 1103, DFT 1110, DFT 1111.			
CAR 1105 — Cabinetmaking & Framing	3	6	5
The student will be introduced to the different types of handtools used in a cabinet shop. This course will go into the necessary framing for cabinet shop. Students will be presented a study of built-in cabinets and pre-constructed cabinet work. Prerequisite: None.			
CAR 1124 — Painting and Decorating	1	6	3
Instruction is given in preparing interior surfaces and exterior areas for painting and finishing. Training is given in the operation of sanding and spray equipment as well as the application of stains, fillers, putties, and paint by hand. Instruction is offered in protecting property, erection of scaffolds, application of various types of materials, plus the evaluation of quality of finishes. Prerequisite: None.			
CHEMISTRY			
CHM 101 — Chemistry with Applied Physics	4	2	5
A "basic science" course for the ADN curriculum intended to supply the nursing student a background in physics and general organic chemistry as applicable to nursing practice. The student will consider concepts of matter and energy and applications thereof including atomic structure, kinetic molecular theory, states of matter, behavior of fluids, electrolyte chemistry, and introductory organic chemistry. Prerequisite: ADN Student.			
CHM 102 — Biochemistry	3	0	3
A "basic science" course for the ADN curriculum introducing the living world at the molecular level. The student will consider and apply fundamental concepts of proteins, lipids, and carbohydrates; intermediary metabolism, enzyme chemistry and energy production; and transport processes in living cells. Prerequisite: CHM 101.			

	<u>Theory</u>	<u>Lab</u>	<u>Quarter Hours Credit</u>
CHM 110 — Chemistry	4	2	5

Study of the physical and chemical properties of substances, chemical changes; elements, compounds, gases, chemical combinations; weights and measurements; theory of metals; acids, bases, salts, solvents, solutions, and emulsions. In addition, study of carbohydrates, electrochemistry, electrolytes, and electrolysis in their application of chemistry to industry. Prerequisite: None.

COSMETOLOGY

C1001 — Scientific Study I	Day-5	0	5
	Night-4	0	4

This is a course for beginners in Cosmetology. It includes a study of professional ethics, grooming and personality development, sterilization, sanitation, first aid and bacteriology, cosmetology law, anatomy, chemistry, nails, nail disorder, manicuring, hair, scalp, skin, and disorders pertaining to the hair, scalp, and skin. Prerequisite: None.

C1002 —Scientific Study II	Day - 5	0	5
	Night - 4	0	4

A classroom study of skin, scalp, hair, nails, and their disorders, salesmanship, permanent waving, marcelling, relaxing, hairdressing, wigs, and hair coloring. Prerequisite None.

C 1003 — Scientific Study III	Day - 5	0	5
	Night - 4	0	4

A classroom study of anatomy, manicuring, chemistry, cosmetics, facials, hair styling, theory of massage, scalp treatments, superfluous hair removal, grooming, and hygiene. Prerequisite: None.

C1004 — Scientific Study IV	Day - 5	0	5
	Night - 4	0	4

A classroom study of chemistry, sanitation, sterilization, hair coloring, and lash and brow tinting, artistry in hair styling, beauty salon salesmanship management, electricity, cold waving and hair shaping. Prerequisite: None.

C1011 — Clinical Application I (Mannequin Practice)	Day - 0	30	10
	Night - 0	16	5

A study of finger waving, pin curling, rollers, marcelling, hair relaxing, shampooing, rinses, scalp treatment, hair cutting, permanent waving, hairdressing and combing, hair tinting, bleaching, frosting, streaking, wig care and styling. Prerequisite: None.

C1022 — Clinical Application II	Day - 0	30	10
	Night - 0	16	5

A study of live model performance. This course is designed to develop skills and understanding of techniques and applications in the areas of bacteriology, pin curling, finger waving, rollers, permanent waving, marcelling, chemical relaxing, hairdressing and wigs, manicuring and pedicuring, skin and scalp disorders, hair coloring, and hair cutting. Prerequisite: None.

	<u>Theory</u>	<u>Lab</u>	<u>Quarter Hours Credit</u>
C1033 — Clinical Application III	Day - 0	30	10
	Night - 0	16	5

This course gives continued laboratory practice and application of techniques in hair shaping, profession ethics, manicuring, chemistry, cosmetics, facials, hair styling, hair coloring, (rinses, etc.) and scalp treatment. Prerequisite: None.

C1044 — Clinical Application IV	Day - 0	30	10
	Night - 0	16	5

A continued study of laboratory practices in chemistry, sanitation, sterilization, hair coloring and lash and brow tinting, artistry in hair styling, cold waving, and hair shaping. Prerequisite: None.

CRIMINAL JUSTICE

CJC 101 — Introduction to Criminal Justice	5	0	5
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This course is designed to familiarize the student with a philosophy and history of law enforcement, its legal limitations in our society, the primary duties and responsibilities of the various agencies in the criminal justice field, the basic processes of justice, and evaluation of law enforcement's current position, and an orientation relative to the profession as a career. Prerequisite: None.

CJC 102 — Criminology	5	0	5
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A general course designed to introduce the student to the causation of crime and delinquency. The historical and contemporary aspects of crime, law enforcement, punishment, and correctional administration will be discussed. Prerequisite: None.

CJC 115 — Criminal Law I	3	0	3
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A course designed to present a basic concept of criminal laws and to provide a legal groundwork for those who seek to enter the criminal justice field. Prerequisite: None.

CJC 125 — Due Process	3	0	3
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This course is designed to provide the student with a review of court systems; procedures from incident to final disposition; principles of constitutional, federal, state, and civil laws as they apply to and affect law enforcement. Prerequisite: None.

CJC 201 — Motor Vehicle Law	3	0	3
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A study of the traffic enforcement codes with primary emphasis placed on North Carolina law as it relates to motor vehicles. Prerequisite: None.

CJC 202 — Traffic Planning and Accident Investigation	3	0	3
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A study which covers the history of the traffic enforcement problems and gives an overview of the problem as it exists today. Attention will be given to the three

	<u>Theory</u>	<u>Lab</u>	<u>Quarter Hours Credit</u>
E's (enforcement, evaluation, effectiveness) and legislation, the organization of the traffic unit, the responsibilities to the traffic function of the various units within the law enforcement agency, enforcement tactics, evaluation of the traffic program effectiveness and the allocation of men and materials. Accident investigation is stressed. Prerequisite: None.			
CJC 205 — Evidence	5	0	5
Instruction covers the kinds and degrees of evidence and the rules governing the admissibility of evidence in court. Prerequisite: None.			
CJC 206 — Police Community Relations	3	0	3
This course will provide the student with an understanding of community structures as they relate to minority groups, peer groups, socio-economic groups, leader groups, and group relations. Emphasis will be placed on the organization and function of these groups as they relate to the profession of criminal justice-protective service. Prerequisite: None.			
CJC 210 — Criminal Investigation I	3	2	4
This course introduces the student to fundamentals of investigation; crime scene search; recording, collection, and preservation of evidence; sources of information; interview and interrogation, case preparation, and court presentation. Prerequisite: None.			
CJC 211 — Criminal Investigation II	3	2	4
An introduction to the forensic aspects of police science. The subject matter concentrates on the procedures to be undertaken in the crime lab. Emphasis is placed on fulfilling all legal requirements regarding the handling and evaluation of physical evidence. All students participate in a crime scene and the investigation of all evidence pertaining to the crime. Prerequisite: None.			
CJC 212 — Drugs and Controlled Substances	3	2	4
This course is designed to prepare the student to identify and classify drugs. Emphasis will be placed on the investigation techniques and effects of drugs on the human body as they relate to a profession in criminal justice-protective service. Prerequisite: None.			
CJC 216 — Criminal Law II	3	0	3
A continuation of Criminal Law I which presents a basic concept of criminal law and creates an appreciation of the rules under which one lives in our system of government. Primary emphasis will be placed on North Carolina law. Prerequisite: CJC 115.			
CJC 217 — Patrol Procedures	3	0	3
This course defines the purposes of patrols and describes the types of patrols. It explains the operation of police vehicles on patrol, answering calls—emergency and non-emergency and felony in progress. It provides the student the opportunity to develop powers of perception, and observation concerning persons, places, and things. Safe driving techniques and uses of equipment are presented. Prerequisite: None.			

	<u>Theory</u>	<u>Lab</u>	<u>Quarter Hours Credit</u>
CJC 218 — Firearms, Weapons, and Explosive Devices	3	2	4

An introduction to explosives, weapons, types and classification and their safe use in law enforcement. Particular emphasis is placed on when to use weapons, their transportation and storage. The types and classifications of non-lethal weapons is covered along with their employment. Prerequisite: None.

CJC 219 — Civil Disorder and Disasters	3	0	3
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A comprehensive study of causes, types, and classifications of civil disorders. The course includes police methods in evaluating probable disorders, planning for tactical operations, and the fundamental methods of controlling crowds in both disorder and disaster situations. Prerequisite: None.

CJC 220 — Police Organization and Administration	3	0	3
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Introduction to principles of organization and administration, discussion of the service functions, e.g., personnel management, police management, training, communications, records, property maintenance, and miscellaneous services. Prerequisite: None.

DATA PROCESSING

EDP — Introduction to Data Processing	3	0	3
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A study of the fundamental concepts and operational principles of data processing system. They are represented as an aid in developing a basic knowledge of computers as a prerequisite to the detailed study of a particular system. This course also provides a general knowledge of computing systems and is a prerequisite for all programming courses. Prerequisite: None.

DIESEL MECHANICS

DSL 1101 — Internal Combustion Engines	4	15	9
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Development of a thorough knowledge and ability in using, maintaining, and storing the various hand tools and measuring devices needed in engine repair work. Study of the construction and operation of components of internal combustion engines. Testing of engine performance; exhaust systems; cooling systems; proper lubrication; and methods of testing, diagnosing, and repairing. Prerequisite: None.

DSL 1102 — Engine Electrical and Fuel Systems	7	12	11
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A thorough study of fuel pumps, carburetors, and fuel injection systems. Characteristics of fuel, types of fuel systems, special tools, and testing equipment for the fuel system for marine engines. Prerequisite: DSL 1101.

DSL 1120 — Marine Engine Basic Welding Practices	2	3	3
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Welding demonstrations by instructor and practices by students on copper weld, soft soldering, silver soldering, brazing tubing fittings, and special problems in

	Theory	Lab	Quarter Hours Credit
low temperature operations designed to improve the students ability in marine engine welding and assembling. Prerequisite: None.			

DSL 1121 — Basic Hydraulics	2	3	3
Theory and application of hydraulic systems. A study of pumps, lines, and valves used with equipment for marine and automotive applications. Prerequisite: None.			

DSL 1127 — Marine Engine Servicing	3	12	7
A thorough familiarization with the various types of marine gasoline and diesel engine construction and the comparison of system designs. Emphasis is on the engine servicing: trouble shooting, disassembly, cleaning, and inspection of parts, procuring replacement parts, installing new parts, reassembly, checking, and adjusting under operating conditions. Job sheets and various reports to be completed by the mechanic. Prerequisite: DSL 1102.			

DSL 1128 — Marine Power Train System	1	6	3
Power Train systems: hydraulic and mechanical clutches, reduction gears, thrust, bearing assembly, coupling, propeller shaft, and bearings, stuffing boxes, and stern bearings. Engine installation, alignment and security. Prerequisite: DSL 1102.			

DSL 1129 — Marine Auxiliary Equipment	3	12	7
A comprehensive study of marine auxiliary equipment, such as pumps, compressors, generators, electric steering apparatus, anchor windlass, rigging, and booms. Laboratory and shop practices in the repair and operation of this equipment, and in preventative maintenance. Prerequisite: DSL 1102.			

DSL 1131 — Marine Propulsion System Servicing	3	9	6
Emphasis is on the procedures necessary in determining the nature of troubles developed in the propulsion system of marine equipment. Troubleshooting of the propulsion system, providing a full range of experiences in testing, adjusting, repairing, and replacing of parts as the mechanic will encounter on the job. Simulated and actual marine mechanics experiences will be provided when possible. Prerequisites: DSL 1127, DSL 1128.			

DRAFTING

DFT 1101 — Schematics and Diagrams-Tools and Engines	3	0	3
Interpretation and reading of the schematics and diagrams. Development of ability to read and interpret blueprints, charts, instruction and service manuals, and wiring diagrams. Information on the basic principles of lines, views dimensioning procedures, and notes. Prerequisite: None.			

DFT 1102 — Schematics and Diagrams-Electric and Fuel	2	3	3
Interpretation and reading of schematic prints and diagrams. Making sketches of electrical wiring and fuel system components for automotive engines and other internal combustion engines. Learning to identify the various components of the			

	<u>Theory</u>	<u>Lab</u>	<u>Quarter Hours Credit</u>
systems by sketching and labeling parts. Practice in tracing wiring systems and diagnosing trouble by using schematics and diagrams found in the automotive service manuals. Prerequisite: DFT 1101.			
DFT 1103 — Schematics and Diagrams- Suspension and Braking	1	3	2
Interpretation of prints, schematics, and diagrams pertaining to automotive chassis and braking systems. A study of components that make up the front suspension, differential assembly, and brake assemblies. Prerequisite: AUT 1121.			
DFT 1104 — Schematics and Diagrams- Power Mechanics	2	0	2
Interpretation and reading of blueprints. Development of ability to read and interpret blueprints, charts, instruction and service manuals, and wiring diagrams. Information on the basic principles of lines, views, dimensioning procedures, and notes. Free hand sketches of parts and equipment is a part of the course. Prerequisite: None.			
DFT 1109 — Electrical Blueprints and Layouts	3	3	4
Provides a basic working knowledge of how to read and understand electrical plans and circuits. How to draw and make drawings of electrical plans and circuits. Use of electrical symbols in blueprints and wiring diagrams. Planning and estimating electrical requirements from plans. Prerequisite: ELC 1112, ELC 1126, ELC 1127.			
DFT 1110 — Blueprint Reading: Building Trades	5	0	5
Principles of interpreting blueprints and specifications common to the building trades. Development of proficiency in making three-view and pictorial sketches. Prerequisite: None.			
DFT 1117A — Blueprint Reading	2	0	2
A thorough study of trade drawings in which welding procedures are indicated. Interpretation, use, and application of welding symbols, abbreviations, and specifications. Prerequisite: None.			
DFT 1117B — Blueprint Reading	1	0	1
Continuation of DFT 1117A, with additional lab time for practical application. Prerequisite: DFT 1117A.			
DFT 1118 — Pattern Development and Layout	1	3	2
This course is designed for the student who has the basic knowledge of blueprint reading and sketching. It presents the practical shop or field layout methods used by pipe welders. Layouts are made on templet paper beginning with the simple plan and processing to the most complex lateral connections that are used in industrial piping. The student learns the steps in making rectangular and cylindrical layouts and patterns of offsets and intersections used in commercial jobs. Prerequisite: DFT 1117A, DFT 1117B.			

	<u>Theory</u>	<u>Lab</u>	<u>Quarter Hours Credit</u>
ECONOMICS			
ECO 102 — Economics I	3	0	3
The fundamental principles of economics including the institutions and practices by which people gain a livelihood. Included is a study of the laws of supply and demand and the principles bearing upon production, exchange, distribution, and consumption both in relation to the individual enterprise and to society at large. Prerequisite: None.			
ECO 104 — Economics II	3	0	3
Greater depth in principles of economics, including a penetration into the composition and pricing of national output, distribution of income, international trade and finance, and current economic problems. Prerequisite: ECO 102.			
ECO 105 — Consumer Finance	3	0	3
This course is designed to help the students in handling his personal finances. The course involves a study of personal problems in such areas as housing, budgeting, loans, banking, taxes, credit, and insurance. Prerequisite: MAT 110.			
ELECTRICAL			
ELC 1101 — Motor Controls and Relays	0	3	1
The student will cover in class potential relays, number on relays, contact points, resistor, current type relays, and hot wire relays. Prerequisite: ELC 1102.			
ELC 1102 — Basic Electricity	4	0	4
The use and care of test instruments and equipment used in servicing electrical apparatus for air conditioning and refrigeration installations. Electrical principles and procedures for troubleshooting of various electrical devices used in air conditioning, heating, and refrigeration equipment. Included will be transformers, various types of motors and starting devices, switches, electrical heating devices, and wiring. Prerequisite: None.			
ELC 1105 — Shop Science	3	3	4
Principles of measurement and a study of electricity. Subjects such as electron theory, magnetism, electromagnetism and its application, and elements of circuits and their effect on current will be considered. Prerequisite: None.			
ELC 1112 — Electrical Theory	3	9	6
A study of the Electron Theory and Magnetism. The relationship between voltage, current, and resistance. Electrical terms and symbols. Basic electrical circuits, series, parallel and combination. Types of electrical measuring devices and how to apply them in electrical circuits. Electrical systems for lighting and power. (wye and delta) Prerequisite: None.			
ELC 1113 — Electric Motors and Controls	6	12	10
Provides instruction and application in the installation of electrical motors and control devices, manual, automatic, remote control stations, relays, dual motor			

	<u>Theory</u>	<u>Lab</u>	<u>Quarter Hours Credit</u>
operations. Maintenance and trouble shooting, repair of controllers and control devices. Types of electrical motors, single phase, and three phase. Maintenance and repair of electrical motors. Prerequisite: ELC 1112, ELC 1126, DFT 1109, ELC 1124A, ELC 1124B, ELC 1127.			
ELC 1124A — Residential Installation	3	9	6
Provides instruction and application in the installation of electrical requirements in residential dwellings. Regulations governing the wiring as listed in the National Electrical Code and in the specifications. Load calculation for family type dwellings. Installation of service equipment and branch circuits in actual building mock-ups. Prerequisite: ELC 1112, MAT 1101, ELC 1126, ELC 1127, DFT 1109, ELC 1113.			
ELC 1124B — Residential Installations	3	6	5
Provides instruction and application in the installation of electrical requirements in residential dwellings. Regulations governing the wiring as listed in the National Electrical Code and in the specifications. Load calculations for family type dwellings. Installation of service equipment and branch circuits in actual building mock-ups. Prerequisite: ELC 1112, MAT 1101, ELC 1126, ELC 1127, DFT 1109, ELC 1124A, ELC 1113.			
ELC 1125 — Commercial Installations	4	15	9
Provides instructions and application in the installation of electrical service equipment and branch circuits in commercial type buildings. Requirements for electrical service as set forth by the National Electrical Code. Load calculations. Actual wiring of commercial type installation in buildings. Prerequisite: ELC 1112, MAT 1101, ELC 1126, ELC 1127, DFT 1109, ELC 1124, ELC 1113.			
ELC 1126 — National Electrical Code	3	3	4
Introduction to the National Electrical Code. The purpose and interpretations of the Articles of the Code. Prerequisite: ELC 1112, MAT 1101, ELC 1127.			
ELC 1127 — Electrical Materials & Tools	0	3	1
Provides instruction in the knowledge and use of electrical hardwares and devices. Their use and application in the electrical installations. Types of electrical conductors and cable. Steel electrical raceways. Overcurrent protection devices. General knowledge of electrical tools, care and maintenance of tools and equipment. Prerequisite: ELC 1112.			
ELC 1129 — Industrial Installations	2	6	4
Provides instructions and application in installation of electrical service in industrial type buildings. Installation of three phase power circuits. National Electrical Code requirements. Prerequisite: ELC 1112, MAT 1101, ELC 1126, ELC 1127, DFT 1109, ELC 1124A, ELC 1124B, ELC 1125, ELC 1113.			
ENGLISH			
ENG 101 — English I	3	0	3
Designed to aid the student in the improvement of self-expression in grammar. The approach is functional with emphasis on grammar, diction, sentence structure,			

	<u>Theory</u>	<u>Lab</u>	<u>Quarter Hours Credit</u>
punctuation, and spelling. Intended to stimulate students in applying the basic principles of English grammar in their day-to-day situations in industry and social life. Prerequisite: None. Students may be exempted from this course and receive credit for it by passing a proficiency test. Prerequisite: None.			
ENG 102 — English II	3	0	3
Designed to aid the student in the improvement of written self-expression. Emphasis is on the organization and clear presentation of ideas. Focuses on the sentence and the paragraph with an introduction to the whole composition. Contains additional work in grammar where needed. Prerequisite: ENG 101.			
ENG 103 — English III	3	0	3
Further work in organization and presentation of ideas in the whole composition. Special study of reports appropriate to the student's curriculum. Continued emphasis of basic grammar and composition skills where necessary. Prerequisite: ENG 102.			
ENG 110 — College Composition I	3	0	3
Intensive study of practice in effective expository writing, includes a review of grammar and punctuation. Prerequisite: Satisfactory score on English placement test or satisfactory completion of ENG 100, ADN Student.			
ENG 111 — College Composition II	3	0	3
Continuation of the study of composition, emphasizing interpretation and evaluation of expository, narrative, and creative writing. Prerequisite: ENG 110, ADN Student.			
ENG 112 — College Composition III	3	0	3
Further study of composition, emphasizing methods of research. Exploration of major fiction types. Prerequisite: ENG 111, ADN Student.			
ENG 204 — Oral Communication	3	0	3
A study of basic concepts and principles of oral communications to enable the student to communicate with others. Emphasis is placed on the speaker's attitude, improving diction, voice, and the application of particular techniques of theory to correct speaking habits and to produce effective oral presentation. Particular attention given to conducting meetings, conferences, and interviews. Prerequisite: ENG 101.			
ENG 1101 — Reading Improvement	3	0	3
Designed to improve the student's ability to read rapidly and accurately. Special machines are used for class drill to broaden the span of recognition, to increase eye coordination and word group recognition, and to train for comprehension in larger units. Prerequisite: None.			
ENG 1102 — Communication Skills	3	0	3
A course designed to increase efficiency in the use of basic language skills. Attention will be given to correctness and effectiveness of expression and a working vocabulary. Prerequisite: None.			

**Quarter
Hours
Credit**

Theory

Lab

HEALTH

HEA 210 — First Aid, Health, and Safety **3** **0** **3**

This course is designed to prepare a student for certification by the American Red Cross in first aid. Course will cover those areas pertinent to first aid needs for personnel in the fields of criminal justice-protective service. Prerequisite: None.

HISTORY

HIS 152 — American History **5** **0** **5**

A survey of this history of the United States following the Civil War. Emphasis on economic development and rise of the United States as a world power. Prerequisite: None, ADN Student.

MASONRY

MAS 1101 — General Masonry **2** **9** **5**

The history of the bricklaying and the masonry industry, raw materials, basic manufacturing processes, and terminology. Clay and shell brick, mortar, laying foundations, cutting masonry materials, bonding, and the use, care, and maintenance of tools. Practice is given in selecting the proper mortars, layout, and construction of various building elements. Prerequisite: None.

MATHEMATICS

MAT 101 — Technical Mathematics **5** **0** **5**

The math principles presented are designed to meet the needs of the criminal justice-protective service professional. Topics studied are formulas, logarithms, right triangle trigonometry, graphing, and statistics in relation to applications for VASCAR, breathalyzer, radar, and other such devices. Prerequisite: None.

MAT 110 — General Math **3** **0** **3**

A general review of fundamental mathematics including mathematical operations on fractions and decimals with applications in percentage problems. Students may be exempted from this course and receive credit for it by passing a proficiency test. Prerequisite: None.

MAT 113 — Business Math **3** **0** **3**

This course applies fundamentals learned in MAT 110 to payrolls, inventories, price marking, interest and discounts, commissions, taxes, and other business related problems. Prerequisite: MAT 110.

MAT 1101 — Fundamentals of Math **5** **0** **5**

Practical number theory. Analysis of basic operations; addition, subtraction, multiplication and division, fractions, decimals, power and roots, percentages, ratio and proportion. Plane and solid geometric figures used in industry; measurement of surfaces and volumes. Introduction to algebra used in trades. Practice in depth. Prerequisite: None.

	<u>Theory</u>	<u>Lab</u>	<u>Quarter Hours Credit</u>
MAT 1102 — Math	2	0	2

Reviews and extends the skills of operations with numbers, and introduces the metric, apothecary and household systems with applications to dispensing of medicines. Prerequisite: Practical Nurse Student.

MECHANICS

MEC 1112 — Machine Shop Processes	0	6	2
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To acquaint the student with the procedures of layout and the correct use of hand and machine tools, Experiences in the basic fundamentals of drill press and lathe operation; hand grinding of drill bits and lathe tools; set-up work applied to the trade. Prerequisite: None.

NURSING

NUR 100 — Introduction to Nursing	5	6	7
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An overview of nursing encompassing the history of nursing, the role of the nurse, legal aspects of nursing, and concepts of health and homeostasis. It includes normal growth and development and nursing measures for identifying patient needs. Basic mathematics for nurses is stressed. Prerequisite: None.

NUR 101 — Nursing I	3	0	3
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Designed to provide the student with the scientific aspects and techniques essential to the performance of basic nursing skills. Emphasis is placed upon meeting patient needs and the delivery of comprehensive nursing care. Prerequisite: None.

NUR 102 — Nursing II	3	9	6
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Continuation of NUR 101. Med-Surg disorders will be presented in three integrated problem solving areas: local and systemic skin problems, musculoskeletal disorders, and problems of the gastrointestinal system. Clinical experience will include practice in the skills taught in NUR 101 integrated with nursing skills being presented in NUR 102. Prerequisite: NUR 101.

NUR 103 — Nursing III	3	16	8
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A continuation of the study and clinical practice of NUR 102. Problems of respiratory, cardiac, and renal systems including fluid and electrolyte imbalance are considered. Special emphasis is on general medical and surgical intervention. Nutrition and pharmacology aspects are also integrated. Prerequisite: NUR 102; Corequisites: Biochemistry, General Psychology.

NUR 104 — Nursing IV	3	12	7
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A continuation of NUR 103 with increasing clinical expectations regarding the emotional stresses of body imbalance, the anatomy and physiology of the body change with illness. Includes introduction to problems of the nervous system, endocrine imbalance, and disorders of selected senses. Clinical practice, nutrition, and pharmacology are integrated into the course. Prerequisite: NUR 103.

	<u>Theory</u>	<u>Lab</u>	<u>Quarter Hours Credit</u>
NUR 105 — Nursing V	3	16	8
A study of the broad concepts and principles of nursing care common to the normal and abnormal conditions related to the child bearing cycle and the newborn. Family unit recognition is emphasized as the course progresses to care of the more seriously ill child. Nutrition and pharmacology are integrated in course content and clinical experience. Prerequisite: NUR 104.			
NUR 106 — Nursing VI	3	16	8
The study and practice of the psychiatric aspects of nursing. Integrated are diet therapy, pharmacology, specific psychological disorders, treatments, and nursing care. A study at a designated facility is required. Prerequisite: NUR 105.			
NUR 107 — Nursing VII	6	24	14
Continuation of the same problem areas that begin in 101 with incorporation of more serious aspects of nursing care as in intensive care and emergency problems, complexity of difficulty compound problems of illness. Emphasis is placed on self-direction of the student, quality nursing care, and team leadership. Prerequisite: NUR 106.			
NUR 110 — Nutrition	2	0	2
A foundation course in the study of nutrition and designed to provide the student with prerequisite knowledge for applying principles underlying diet modifications. Prerequisite: None.			
NUR 120 — Pharmacology	3	0	3
A survey course providing a foundation and serving as a guide to increase the understanding of drugs, and drug therapy. Course content is concurrent with teaching principles of administering medications orally, hypodermically, and intramuscularly. Prerequisites: NUR 101, NUR 102.			
NUR 1011 — Anatomy and Physiology	5	0	5
This course is specifically designed for the student of practical nursing as a basis for comprehending the art of nursing science. In the next eleven weeks, the miraculous machine known as the human body will be "dissected" and studied according to the specific organ systems. A thorough study of the anatomy and the physiology of the following ten organ systems will be conducted; the locomotor system, the nervous system, the sensory system, the integumentary system, the circulatory system, the respiratory system, the digestive system, the excretory system, the reproductive system and the endocrine system. Special emphasis will be placed on viewing the human body as an integrated whole. Prerequisite: PNE Student.			
NUR 1013 — Fundamentals of Nursing	10	10	15
A basic course designed to introduce the student to the role and functions of the practical nurse. Emphasis is on meeting the needs common to all patients. Students have the opportunity to acquire basic knowledges, skills, and attitudes necessary for principles of safety, comfort, and body mechanics in patient care. Prerequisite: PNE Student.			

	<u>Theory</u>	<u>Lab</u>	<u>Quarter Hours Credit</u>
NUR 1014 — Nutrition	2	0	2

Designed to present to the student the basic principles of nutrition, functions and sources of nutrients, the mechanisms of digestion, the absorption and metabolism of foods. Nutritional requirements for all age groups modified by religious, cultural, social, and psychological factors. Included is an introduction to diet therapy. Prerequisite: PNE Student.

NUR 1021 — Medical-Surgical Nursing I	8	0	8
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Designed to introduce the student to deviations from normal, to nursing methods and therapeutic procedures, and to clinical specialties. Continued patient-centered study, with introduction of illness condition as an additional source of nursing needs. Increased emphasis on clinical activities and selected patient care. Prerequisite: NUR 1011, NUR 1013.

NUR 1022 — Pediatrics I	2	0	2
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Designed to introduce the student to the normal growth and development of the child in order to help recognize and meet the needs of the sick child. This course contains a brief introduction to certain illness conditions with related nursing needs and therapeutic methods. Clinical practice emphasizes student experience in the care of the sick child. Prerequisite: NUR 1013, NUR 1011, NUR 1014.

NUR 1023 — Obstetrics I	2	0	2
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Introduction to the care of the normal obstetrical patient in the home or hospital during prenatal, natal, and postnatal periods. The care of the normal newborn is included in this course. This course is designed to prepare the student for clinical practice in obstetrics for the third quarter. Prerequisite: NUR 1011, NUR 1013, NUR 1014.

NUR 1024 — Clinical Practice I	0	19	6
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This course includes actual nursing experience in the affiliating agencies. Patients are selected that will enable the student to correlate classroom objectives to meeting patient needs. This includes patients in all ages and stages of development. Prerequisite: NUR 1011, NUR 1013, NUR 1014.

NUR 1031 — Medical-Surgical Nursing II	6	0	6
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Designed to acquaint the student with common illness conditions, related to nursing needs and therapeutic methods, and role of the practical nurse in care of patients with specific conditions. Learning situations are selected to illustrate commonalities with a wide variety of similar conditions and to promote student awareness of similarities and differences. Clinical practice emphasizes student experience in care of subacutely ill patients with a wide variety of illnesses, correlated with classroom studies insofar as possible. Prerequisite: NUR 1021.

NUR 1032 — Pediatrics II	2	0	2
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A continuation of illness conditions in the child, but primarily concerned with meeting the needs of the acutely ill child and acquainting the student with the role of the practical nurse in assisting in situations requiring frequent, accurate observations and good judgment. Clinical practice emphasizes further development of observation and judgment abilities as the student assists in the care of the acutely ill child. Prerequisite: NUR 1022.

	<u>Theory</u>	<u>Lab</u>	<u>Quarter Hours Credit</u>
NUR 1033 — Obstetrics II	2	0	2
Designed to introduce the student to the common disorders of the prenatal, natal, and postnatal periods. This course will include care of the abnormal newborn. Clinical practice emphasizes student experience in the normal and recognizing the abnormal. Prerequisite: NUR 1023.			
NUR 1034 — Clinical Practice II	0	24	8
A continuation of nursing care experience in the affiliating agencies. Patients are selected to enable the student to meet the needs of the more dependent patients. Students are assigned on a rotation basis to have experiences in medical, surgical, pediatrics, and obstetrical nursing. Prerequisite: NUR 1024.			
NUR 1035 — Pharmacology	2	0	2
The student will be introduced to the beginning skills necessary for safe and effective administration of medications within the legal role of the practical nurse. The course includes study of mathematical computations as they relate to calculation of dosages as well as drug entities and their therapeutic dosages. Satisfactory laboratory practice in administrative techniques of medications is required prior to clinical administration of drugs. Prerequisite: NUR 1021.			
NUR 1041 — Medical-Surgical Nursing III	8	0	8
A continuation of Medical-Surgical Nursing II. Prerequisite: NUR 1031.			
NUR 1042 — Pediatrics III	2	0	2
A continuation of Pediatrics II. Prerequisite: NUR 1032.			
NUR 1043 — Clinical Practice III	0	24	8
A continuation of nursing care experiences in the affiliating agencies. Students are assigned by rotation basis to have experiences in medical-surgical, pediatric, and obstetrical nursing. Prerequisite: NUR 1034.			

NUR 1044 — Practical Nursing	2	0	2
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Designed to introduce the student to the care of patients with complex nursing needs and to the assisting role of the practical nurse in situations requiring judgment based on depth of knowledge. Included in content is a basic principle in the care of patients with mental illness and disaster nursing. Vocational aspects for the practical nurse are included. Clinical practice will be correlated with classroom studies insofar as possible. Prerequisite or Corequisite: Nursing courses below 1044.

OUTBOARD MOTOR REPAIR

OMR 1101 — Internal Combustion Engine	1	6	3
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The major emphasis of this course includes a study of the principles of engine construction and the operation of components of internal combustion engines. Attention is also given to the development of a thorough knowledge and ability in using, maintaining, and storing the various hand tools and measuring devices needed in engine repair work. Prerequisite: None.

	<u>Theory</u>	<u>Lab</u>	<u>Quarter Hours Credit</u>
OMR 1102 — Carburetor and Ignition	1	6	3

This course is designed to familiarize the student with basic electronics as applied to the ignition system. C.D. and Magflash ignition, fundamentals of petroleum chemistry (gasoline and oil), combustion, and vaporization to achieve combustion are major areas of study. Also included will be a review of the development of the modern carburetor, from the simple mixing valve to float feed and multi-set carburetor, along with a study of bleeding orifices currently in use. Prerequisite: OMR 1101.

OMR 1103 — Engine Design	1	6	3
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A study of the complete engine powerhead (cylinder block, crankshaft, main bearings, pistons, and connecting rod assembly). Instruction will cover the two-stroke cycle principles of engine operation, by means of ports (3 port type), and the type engine with the valve in the center journal of the crankshaft (2 port rotary type operation). Attention is also given to the construction of single and multi-cylinder engines, with specific instruction as to the repair and operation principles of the following engine parts: cylinder block, cylinder head, pistons, piston rings, connecting rods, crankshaft, bearings, bore, stroke, and piston displacement. Prerequisite: OMR 1102.

OMR 1104 — Lower Unit Construction	1	6	3
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A thorough study of the gearcase and exhaust stock group (manual shift, electric hydraulic shift, and electric matic shift). Gearcase construction will also be studied and will involve the following areas: gear train, forward only, forward and neutral only, forward, neutral and reverse, gear ratio, bearings, friction, non-friction, oil seals, pumps, electric coils, springs, and types of lubricants used. Prerequisite: OMR 1103.

OMR 1105 — Engine Cooling System and Exhaust Construction	1	6	3
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Instruction covers pressure vacuum, pump plunger, pump-roter, and pump variable volume. Factors interfacing with water pump performance will be included and involve: diagnosis and corrective measures. Overall repair and maintenance procedures will require the student to disassemble, assemble, and/or rebuild an engine. Prerequisite: OMR 1104.

OMR 1106 — Outboard Installation and Construction	1	6	3
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A study of the basic design of outboard installation and construction. Instruction will cover construction factors such as the type of boat, shape of hull, characteristics and behaviors, size and weight, load to be carried and where operated, performance expected, propeller best suited, attachment of the motor to the stern of the boat, stern height, stern angle, stern interference, performance of the propeller, single and dual motor installation, and remote controls (speed, shift, and steering). Prerequisite: OMR 1105.

OMR 1107 — Electric Starters, Generators, and Alternators	1	6	3
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A study of the principles of the electric motor, outboard motor application and

	<u>Theory</u>	<u>Lab</u>	<u>Quarter Hours Credit</u>
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wiring, and control set-up. Primary emphasis will involve the principles of generator and alternator operation, voltage and current limiting controls, and out-board motor application. Storage batteries will be studied and will include the following: theory of batteries, factors affecting starting performance, diagnosis, corrective measures, and overall maintenance. Prerequisite: OMR 1106.

OMR 1108 — Outdrives and Electric Tilt	1	6	3
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A study of the theory of outdrives and electric tilts. Emphasis will be upon installation of boat wiring for the electric shift on the outdrive and the electric tilt steering unit in the outdrive. Prerequisite: OMR 1107.

PHILOSOPHY

PHY 101 — Introduction to Philosophy	3	0	3
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A survey course designed to introduce the student to the basic problems of Western thought and the philosophical systems dealing with these problems, including their historical development. Prerequisite: ADN Student.

PLUMBING

PLU 1115 — Plumbing	2	3	3
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The students are introduced to the tools, fittings, and equipment used by plumbers. They spend considerable time learning to handle these materials and tools correctly by: cutting pipe, threading, caulking, and sweating joints of the various kinds of pipe and tubing. Plumbing installations are made to provide practical applications. Heating devices, the storage and circulation of hot water will be studied. The student will receive practice in the installation of various plumbing fixtures and the proper use of traps. Field trips should be taken to study various types of installation. Prerequisite: Light Construction Trades Students.

POLITICAL SCIENCE

POL 103 — United States Government	5	0	5
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English and colonial background, the articles of confederation, and the framing of the federal constitution. The nature of the federal union, state rights, federal powers, political parties. The general organization and functioning of the national government. Prerequisite: None.

POL 104 — State and Local Government	3	0	3
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A study of state and local government, state-federal interrelationships, the functions and prerogatives of the branches. Problems of administration, legal procedures, law enforcement, police power, taxation, revenues, and appropriations. Special attention will be given to North Carolina. Prerequisite: None.

PSYCHOLOGY

PSY 101 — Introduction to Psychology	3	0	3
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An introduction to the study of the fundamental principles of behavior personality, motivation, perception, and learning. Prerequisite: ADN Student.

	<u>Theory</u>	<u>Lab</u>	<u>Quarter Hours Credit</u>
PSY 103 — Adolescent Psychology	3	0	3
A study of the nature and source of the problems of adolescents in western culture; physical, emotional, social, intellectual, and personality development of adolescents. Prerequisite: PSY 202-General Psychology.			
PSY 112 — Personal Development	3	0	3
A study of the psychological approach to understanding human behavior designed to help the student recognize the importance of the physical, intellectual, social, and emotional dimensions of personality. Attention is given to applications of these topics to problems of study, self-understanding, and adjustments to the demands of society. Prerequisite: None.			
PSY 201 — Child Psychology	3	0	3
An in-depth study of the development of behavior and learning patterns in pre-adolescents. Prerequisite: ADN Student.			
PSY 202 — Introduction to Psychology	3	0	3
Designed to introduce the underlying principles of behavior to beginning students; to acquaint the student with the basic fields of psychology, their related concepts, and important people in the field. Prerequisite: None.			
PSY 202 — Mental Hygiene	3	0	3
The study of the influences and dynamics of adjustment which affect a person's self concepts, motivation, social adjustment, and total mental health, concerning itself mainly with the prevention of mental illness. An introduction to group dynamics completes the course. Prerequisite: ADN Student Only.			
PSY 213 — Child Psychology	3	0	3
This course presents facts and concepts of growth and development which the student should know in order to understand the needs of children in different age groups. The student is introduced to the characteristics, patterns, factors, and types of growth and development. Prerequisite: PSY 202, Introduction to Psychology.			
PSY 215 — Abnormal Psychology	3	0	3
This is a survey course covering the major forms of abnormal behavior, of children and adults. Emphasis is placed on understanding the cause, treatment, and prevention of those disorders. Prognosis for these forms of abnormal behavior is also discussed. Prerequisite: PSY 202, Introduction to Psychology, PSY 103, PSY 213.			
PSY 1101 — Human Relations	3	0	3
A study of basic principles of human behavior. The problems of the individual are studied in relation to society, group membership, and relationships within the work situation. Prerequisite: None.			

	<u>Theory</u>	<u>Lab</u>	<u>Quarter Hours Credit</u>
RADIOLOGY			
RDT 101 — Radiologic Technology I	4	3	5
The student is given an orientation to the field of Radiologic Technology. He is taught darkroom chemistry and film processing, the basic principles of radiographic exposure, elementary patient care procedures, and he is introduced to radiographic positioning as applied to the appendicular skeleton. Prerequisite: None.			
RDT 102 — Radiologic Technology II	4	3	5
The student is taught the radiographic positioning necessary to perform diagnostic studies of the axial skeleton. Further patient care procedures and medical terminology are included. Prerequisite: RDT 101, RDT 107.			
RDT 103 — Radiologic Technology III	4	3	5
The student will learn the techniques for basic views of the thoracic and abdominal viscera, soft tissue radiography and fluorography. He will be taught how to prepare the patient and the contrast media for these studies. Prerequisite: RDT 102, RDT 108.			
RDT 104 — Introduction to Special Procedures	3	0	3
This introductory course is confined to an introduction of the student to neuro-radiography, cardio-radiography, and vascular radiography. The student will become acquainted with the specialized and highly technical procedures used in these studies, the equipment, and the general indications and contraindications for each examination.			
RDT 105 — Radiologic Mathematics	3	0	3
This course includes the basic operations of addition, subtraction, multiplication, and division; the basic concepts of algebra; graphical representation; logarithms; geometry and trigonometry. The student will learn how to use prepared calculators (for x-ray machine settings) and he will be introduced to the use of a slide rule. Prerequisite: None.			
RDT 107 — Anatomy and Physiology I	4	2	5
A study of the structure and normal function of the human body with man identified as a living organism composed of living cells, tissues, organs, and systems. Included are the basic physiologic aspects of skin; the skeletal, articular, muscular, and nervous systems; and the special senses. A laboratory portion should include relevant experiments to augment the student's learning of body structure and function. Prerequisite: None.			
RDT 108 — Anatomy and Physiology II	4	2	5
A continuation of the study of the structure and normal function of man as a living organism. Special emphasis is on the circulatory, lymphatic, respiratory, digestive, urinary, endocrine, and reproductive systems and fluid and electrolyte balance. Laboratory experiences include study of models and small animal dissection of insight into comparative structure and function in man. Prerequisite: RDT 107.			

	<u>Theory</u>	<u>Lab</u>	<u>Quarter Hours Credit</u>
RDT 109 — X-Ray and Radium Physics	3	2	4

An in-depth study of electricity, magnetism, structure of matter, measurements, and principles of work, force, and energy. A study of the principles of production and control of high voltage; tubes and rectifiers; rectification; x-ray circuits, and roentgen rays. Prerequisite: RDT 105.

RDT 111 — Clinical Education	0	16	5
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Practical experience in a clinical setting including processing of radiographs, practice in ethical and attitudinal situation, during patient contact, patient care, and basic patient positioning for studies of upper and lower limbs, shoulders and pelvic girdles. The student will also apply some of the simpler principles of radiographic exposure. There will be regular sessions of film critique. Prerequisite: None.

RDT 112 — Clinical Education	0	16	5
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Practical experience in a clinical setting. The student will continue to improve his basic skills in darkroom technique and patient positioning for routine studies of upper and lower limbs and the shoulder girdle and pelvic girdle. He will practice the techniques for roentgenographic studies of the skull and spine. There will be regular sessions of film critique. Prerequisite: RDT 111.

RDT 113 — Clinical Education	0	16	5
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Practical experience in a clinical setting with emphasis on the preparation and use of contrast media, preparation of the patient for such studies and the performance of examinations of the digestive tract, biliary tract, and urinary tract using contrast media. The student will be working in fluoroscopy and will also make radiographs of the abdominal and thoracic viscera without the use of contrast media. Soft tissue radiography (exclusive of mammography) and location of foreign bodies will be touched upon. Prerequisite: RDT 112.

RDT 114 — Clinical Education (Summer Session)	0	40	13
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Acquaint the student with the specialized and highly technical procedures in radiography, the equipment and opaque media used, and general indications of each exam. Also, the student will visit nuclear medicine, surgery, and central supply to acquaint himself with the function of these departments because of their close relation to Radiology. Prerequisite: RDT 103, RDT 113.

RDT 201 — Surface Anatomy	2	0	2
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To review anatomy from the standpoint of topographic anatomy and the relationship of organs to each other. Instead of presenting the material by systems, the material is presented according to regions of the body, the stress being upon the location of each organ using landmarks and the relation of the organ to other organs within the same anatomic region. Prerequisite: RDT 108.

RDT 204 — Radiologic Technology IV	4	3	5
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This course is a continuation of the Radiologic Technology series. The content covered in this quarter concerns radiation protection, equipment maintenance,

	<u>Theory</u>	<u>Lab</u>	<u>Quarter Hours Credit</u>
more advanced work in the radiography of the skeleton and the art of pediatric radiology. Special views and techniques for diagnostic radiology of the skeleton will be emphasized. Prerequisite: RDT 103.			
RDT 205 — Radiologic Technology V	4	3	5
The study this quarter is confined to special radiographic procedures and the mechanics and uses of photofluorography. The student will become acquainted with the specialized and highly technical procedures used in these studies, the equipment and the general indications and contraindications for each examination. Prerequisite: RDT 204.			
RDT 206 — Radiologic Technology VI	4	0	4
This course is designed to acquaint the student with the fundamentals in nuclear medicine and radiotherapy. Prerequisite: RDT 205.			
RDT 208 — Introduction to Disease	3	0	3
This course is designed to acquaint the student with certain changes that occur in disease and injury and their application to x-ray technology. This is not intended as a detailed course in pathology. Emphasis is placed on the features of the various conditions which should be known by the technologists in performance of the indicated x-ray examinations. Prerequisite: RDT 108.			
RDT 215 — Clinical Education	0	24	8
Clinical experience in patient handling, proper positioning, and localization of foreign bodies. More emphasis is also placed on what has been learned in special procedures. Prerequisite: RDT 114.			
RDT 216 — Clinical Education	0	24	8
Practical experience in a clinical setting including special radiographic procedures and also to acquaint the student further with the general indications and contradictions for each procedure. Prerequisite: RDT 215.			
RDT 217 — Clinical Education	0	24	8
Clinical experience in patient handling, use of x-ray generators, developing procedures, proper radiographic positioning, and radiation protection. Prerequisite: RDT 216.			
RDT 218 — Clinical Education (Summer Session)	0	32	11
Clinical experience in patient handling, use of x-ray generators, developing procedures, proper radiographic positioning, and radiation protection. Prerequisite: RDT 217.			
RDT 219 — Seminar	3	3	4
Review areas of anatomy, positioning, X-ray circuitry, exposure factors, and mathematical manipulations which the students seem to be having difficulty with or which they have not used in some time in order to refresh their memories for the Registry. Method of Teaching: Testing (mock registries), Lecture, and Discussion. Corequisite: RDT 218.			

	<u>Theory</u>	<u>Lab</u>	<u>Quarter Hours Credit</u>
RECREATION			
REC 101 — Introduction to Recreation Services	3	0	3
This course emphasizes the historical and philosophical foundations of recreation and leisure. The basic principles, the definition, and the impact and trends of recreation are presented. Emphasis is also placed on the different agencies which provide recreation services with visitations being scheduled to public, private, industrial, and institutional recreation programs whenever possible. Prerequisite: None.			
REC 102 — Program Planning in Recreation	3	0	3
This course will explore the principles of planning and organizing an effective recreation program. Techniques of observation, goal-setting, and evaluation will be discussed. Consideration will be given to various aspects of program planning with special attention being focused on the types of programs offered to the handicapped participant. Prerequisite: REC 101, REC 111.			
REC 111 — Introduction to the III and Handicapped	3	0	3
This course is designed to introduce the student to the exceptional or abnormal person. It is the purpose of this course to develop a general knowledge of the different handicapped conditions, their causes, and the limitations caused by the disability. To aid the students' understanding, scheduled trips to institutions for the retarded, mentally ill, deaf, and physically handicapped will be an integral part of this course. Prerequisite: None.			
REC 112 — Medical Terminology and Basic Anatomy	3	2	4
This course is designed to develop a slightly better than layman understanding of human anatomy and physiology. Terminology commonly used in the medical setting will be presented. The different systems of the body will be studied in connection with terminology. Medical terminology will be used throughout this study of body parts and systems, as an additional emphasis on the medical orientation of the student. Prerequisite: None.			
REC 113 — First Aid and Safety	2	2	3
It is important for the recreation leader to have an understanding of first aid and safety procedures, especially when handicapped persons are involved. This course presents the skills, techniques, and knowledge needed to have a safe environment. Adequate class time will be reserved for practical demonstrations of first aid and safety. When possible a Red Cross instructor will teach and issue certification for the Adults Standard First Aid Course. Prerequisite: None.			
REC 114 — Adaptive Physical Education	3	3	4
This course is the study of modifications and adaptations used in recreation and physical education activities for handicapped persons. Discussions and demonstrations of techniques and equipment used in adapting various sports, games, and other activities to fit the limitations of the handicapped will be incorporated			

**Quarter
Hours
Credit**

Theory

Lab

into this course. Students will have the opportunity to observe adaptations for the mentally ill, the retarded, blind, the elderly, physically handicapped, and other special groups. Prerequisite: REC 111, REC 112.

REC 115 — Recreation and the Treatment Team **1** **2** **2**

This course is designed to aid the students' understanding of the professional workers composing a treatment team and their relationships to each other. The majority of instruction time will be centered around guest speakers from the different professions to be represented, including medicine, social work, psychology, physical therapy, occupational therapy, education rehabilitation services, recreation therapy, and others. Prerequisite: REC 101, REC 111.

**REC 116 — Introduction to
Paraprofessional Counseling** **3** **0** **3**

This course is designed to prepare the students with counseling skills and techniques to enable them to counsel persons with situational problems, to be able to recognize those problems which are more serious, to know how to refer clients, and to whom. This is a participation class which involves group discussion, role playing, and sensitivity training. Prerequisite: REC 111, PSY 202, Introduction to Psychology.

REC 121 — Recreational Arts and Crafts **1** **4** **3**

This skill course is designed to develop specific talents in recreational arts and crafts. The methods, materials, and techniques for teaching arts and crafts to children, adolescents, and adults will be presented with special emphasis on projects for the handicapped. A variety of skill areas will be taught. However, major emphasis will be on creative crafts. Prerequisite: None.

**REC 122 — Water Related Sports and
Activities** **2** **4** **4**

This course is intended to develop an understanding of the values, objectives, and skills involved in a swimming and water sports program. Particular attention will be given to swimming and water activities for the handicapped. The organizational and administrative aspects of a swimming program, teaching progressions and methods, and water games will be included. The student will be given an opportunity to receive a Red Cross Senior Life Saving certificate. The water skills will be taught at a local pool. Prerequisite: None.

REC 123 — Recreational Music **1** **4** **3**

The purpose of the course is to develop an understanding of the value and use of music in a reception program. The course will contain a broad overview of the history and development of music, different instruments, and different styles. Another area of emphasis will be on music therapy, its principles and techniques. The instruments, aids, and materials used will be given special attention. Practice sessions and demonstrations of teaching techniques and skills will be afforded to students. Prerequisite: REC 101, REC 111.

**REC 124 — Team Sports and Games in
Recreation** **2** **3** **3**

This activity course is devised to develop the students' knowledge and ability in

	<u>Theory</u>	<u>Lab</u>	<u>Quarter Hours Credit</u>
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team sports and games. The rules and regulations, field dimensions, equipment, and safety factors will be studied. Activities for groups of different ages and abilities will be presented. The basic techniques of sports officiating will be discussed as each sport is covered. Prerequisite: REC 114.

REC 125 — Audio-Visual Aids	0	4	2
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This course is designed to develop skill in the use, operation, and maintenance of audio-visual equipment. These aids contribute to a recreation program, and it is important for the recreator to become familiar with the program source. Prerequisite: REC 102.

REC 131 — Practicum and Internship Orientation	1	5	3
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This course is designed to prepare students for practical work in specific settings deemed appropriate for training in recreation therapy. The course will include in-depth discussion of and visits to various facilities which work with special populations in an effort to acquaint the student with the types of opportunities that are available for practicum and internship placements. Prerequisite: Successful completion of two quarters in the Recreation Therapy curriculum.

REC 132 — Internship I	3	27	8
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Student field assignments in municipal and institutional recreation settings will begin in the fourth quarter of the Recreation Therapy curriculum. The placement will be done strictly locally in its initial stage. The field placement is designed to give the student the practical experience of a full-time recreation professional. The student will spend three hours each week in a problem-solving class and seventeen hours each week working in his assigned field placement. Evaluation reports of the internship will be submitted by the student and by the agency for which he is working. Prerequisite: Successful completion of three quarters in the Recreation Therapy curriculum or permission of the instructor.

REC 201 — Contemporary Recreation in America	2	0	2
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This course is designed to allow the student an opportunity to read a variety of books and articles that have had or are having an influence on recreation in America today. Current trends in recreation, including recent studies and legislation, will also be discussed. Throughout the course, the students will make a conscious effort to keep abreast of what is happening in recreation on the local, state, and national levels. Prerequisite: REC 101.

REC 202 — Residential and Day Camp Administration	3	0	3
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This course is designed to develop an understanding of the operation of a camping program. Particular emphasis will be placed on camping for the ill and handicapped, and the architectural barriers which often exist. Operational concerns varying from the use of volunteers to the maintenance of grounds, will be covered in this course. Local, private, and institutional camps will be visited as part of this course. Prerequisite: REC 101, REC 111.

	<u>Theory</u>	<u>Lab</u>	<u>Quarter Hours Credit</u>
REC 203 — Effective Supervisory Practices in Recreation	2	0	2

This course is designed to develop a knowledge of effective supervisory skills. It is important for any recreation leader to be able to properly direct the participants, staff, and volunteers in his program. Basic concepts of supervision with emphasis on work methods, orientation, job instruction discipline, public relations; cooperation and evaluation will be stressed. The types of supervision will also be included in the course. Prerequisite: REC 102.

REC 204 — Recreation Leadership	2	2	3
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This course focuses on the various styles and types of leadership, parliamentary procedures, role playing, interviewing, recruiting and training volunteers, and human relations. Different theories of leadership will be discussed, and the student will have an opportunity to draw upon the most pertinent parts of each theory, style, and type to formulate his own theory of recreation leadership. This course gives the student an opportunity to make some applications of the material covered. Students will have the opportunity to observe community leaders and to evaluate their effectiveness. A section on group dynamics will also be included. Prerequisite: REC 203.

REC 205 — The Community	3	0	3
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Dealing with the community in both its rural and its urban forms, this study considers the rural-urban differentials, the changing patterns of community life, neighborhoods, natural areas, and rural and urban problems, together with their implications for developing recreation programs. Prerequisite: SOC 202, REC 101, REC 201.

REC 206 — Recreation Seminar	2	0	2
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The intent of this course is twofold: Promoting professionalism and conducting individual study and research. Special emphasis will include: Professional organizations, personal interviews, personal appearance, and human relations. The independent study will allow the student to research an area of special interest and make an oral presentation of his project. Prerequisite: The successful completion of five quarters in the Recreation Therapy curriculum.

REC 207 — Recreation Areas and Facilities	0	2	1
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This course explores the different types of indoor and outdoor recreational facilities and their use. The principles in planning, the dimensions and standards, maintenance, the operation of areas and facilities, such as parks, playgrounds, ball fields, centers, tennis courts, swimming pools, and others will be studied. Prerequisite: REC 101.

REC 208 — Recreation Administration	3	0	3
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This course is designed to introduce the student to basic principles and concepts of recreation administration. Primary emphasis will be on the administration of hospitals and municipal recreation programs. Administrative concern in personnel management, public relations, budgeting and finance, and legislation will be presented. Prerequisite: REC 101, REC 102, REC 203, REC 204.

	<u>Theory</u>	<u>Lab</u>	<u>Quarter Hours Credit</u>
REC 211 — Introduction to Gerontology	3	0	3

This course is designed to cover the physiological, psychological, and social problems of aging. Special emphasis is given to planning and conducting recreation programs for the aging. Opportunities for conducting recreation programs for the aging will utilize the local community. Prerequisite: REC 101, REC 111, REC 116.

REC 212 — Principles of Health in Modern Society	3	0	3
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A study of the physical, mental, and social health problems involved in today's world. The source will present information concerning personal, family, and community health for the student and groups with whom he may be working professionally. Preventive and treatment measures of various illnesses and emotional problems will also be covered. Prerequisite: REC 112.

REC 221 — Individual Sports and Games	2	3	3
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This activity course is designed to develop the student's ability and understanding of individual sports and games. The student will be given class instruction on the proper rules, techniques, and equipment with emphasis on adapting the activity to the abilities of the handicapped. The basic techniques of sports officiating will be discussed as each sport is covered. Prerequisite: REC 114.

REC 222 — Recreational Drama	2	4	4
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This activity course explores the use of drama in a recreational setting as well as the development of effective oral communication. Particular attention is placed upon the type of drama activities which can be used effectively with handicapped children, adolescents, and adults. Creative as well as classical drama will be studied. In order to develop skill in drama, student participation will be encouraged. Theatre crafts will also be included. Prerequisite: REC 101, REC 102.

REC 223 — Social, Square, and Folk Dance	1	4	3
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This skill course is designed to develop talents in the area of recreational dance. Activity sessions will stress the different types of dances, the skills involved, and the techniques used in teaching dancing to different age groups. Appropriate dances with adaptations for the different handicapped groups will also be stressed. Adequate class time will be used for student participation and practice. Prerequisite: REC 123.

REC 224 — Nature and Outdoor Recreation	2	2	3
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The purpose of this course is to acquaint the student with recreation and its relationship to our natural surroundings. Attention will be focused on conservation, wildlife, nature, projects for all seasons, and other activities. Planning a nature and outdoor recreation program for the handicapped will also be stressed. Local points of interest will be visited. Prerequisite: REC 101, REC 102.

REC 231 — Practicum I	0	6	2
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This course is designed to give the student some opportunity to work as a recreation professional in a variety of settings to enable him to choose more surely the type of setting in which he would like to do his final internship. This course is

	<u>Theory</u>	<u>Lab</u>	<u>Quarter Hours Credit</u>
closely related to REC 119. Prerequisite: The successful completion of one year of Recreation Therapy.			
REC 232 — Practicum II	0	6	2
This course will be a continuation of REC 208 with emphasis on local placement. However, students will be rotated in different recreational environments. Prerequisite: REC 231.			
REC 233 — Practicum III	0	6	2
This course is a continuation of REC 209, but once again the students will shift recreation environments in order to be exposed to a number of different types of recreation. Prerequisite: REC 231, REC 232.			
REC 234 — Internship II	0	40	13
The eight quarter of the Recreation Therapy curriculum will be totally consumed with practical work experience in the student's chosen area of interest. Forty hours of field work per week will be devoted to on-the-job training under the direction of a full-time recreation professional. Prerequisite: REC 231, REC 232, REC 233.			

SAFETY

SAF 1101 — Shop Safety	1	0	1
A review of the development of industrial safety; fire prevention and protection; shop safety of handling hazardous gases and equipment; employer and employee responsibility; basic factors causing injuries by accidents; emphasis on reporting minor injuries; shop rules and regulations of personal protective equipment used in welding. Emphasis on shop and home safety 24 hours a day. Prerequisite: None.			
SAF 1102 — Shop Safety	1	0	1
This course will cover the safety practices as related to the maintenance, repair, adjustment, diagnosis, and operation of all automotive vehicles. Prerequisite: None.			
SAF 1103 — Shop Safety	1	0	1
This course will cover the shop safety as related to Electrical Installation. Prerequisite: None.			
SAF 1104 — Shop Safety	1	0	1
This course will cover the safety practices as related to all aspects of light construction, and the practical application of these practices. Prerequisite: None.			
SAF 1105 — Shop Safety	1	0	1
This course will cover the safety practices as related to the maintenance, repair, adjustment, diagnosis, and operation of all diesel engines. Prerequisite: None.			

	<u>Theory</u>	<u>Lab</u>	<u>Quarter Hours Credit</u>
SAF 1106 — Safety Practices	1	0	1

A review of welding standards as specified by the North Carolina Department of Labor. Prerequisite: None.

SOCIOLOGY

SOC 100 — Principles of Sociology	3	0	3
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An introduction to sociology with emphasis on society and its institutions. Prerequisite: ADN Student.

SOC 102 — Courtship and Marriage	3	0	3
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Designed to introduce the student to critical thinking and empirical knowledge relative to both affective, moral, and physical considerations. Prerequisite: ADN Student.

SOC 110 — Juvenile Delinquency	5	0	5
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General survey of juvenile delinquency as an individual and social problem, theories of delinquency, causation, and methods of correction and prevention. This course will present a general overview of the juvenile court. Prerequisite: None.

SOC 202 — Sociology	3	0	3
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This course, through the use of a reader and current periodicals, studies the nature, extent, causes, and consequences of social problems in contemporary society with emphasis given to problems of work, delinquency and crime, mental illness, race relations, poverty, population, and war. Prerequisite: None.

SPEECH

SPE 110 — Fundamentals of Speech	3	0	3
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Preparation and delivery of speeches. Formal and informal speech problems are emphasized. Prerequisite: ADN Student.

WELDING

WLD 1112 — Mechanical Testing and Inspection	1	3	2
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The standard methods for mechanical testing of welds. The student is introduced to the various types of tests and testing procedures and performs the details of the test which will give adequate information as to the quality of the welds. Types of tests to be covered are: bend, destructive, free-bend, guide-bend, nick-tear, notched-bend, tee-bend, nondestructive, V-notch Charpy impact, etc. Prerequisite: WLD 1121, WLD 1124 B.

WLD 1120 — Oxyacetylene	4	15	9
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Introduction to the history of oxyacetylene welding, the principles of welding and cutting, nomenclature of the equipment, assembly of the units. Welding

	<u>Theory</u>	<u>Lab</u>	<u>Quarter Hours Credit</u>
procedures such as practice of puddling and carrying the puddle, running flat beads, butt welding in the flat, vertical and overhead position, brazing, hard and soft soldering. Safety procedures are stressed throughout the program of instruction in the use of tools and equipment. Students perform mechanical testing and inspection to determine quality of the welds. Prerequisite: None.			
WLD 1121 — Arc Welding	3	9	6
The operation of A.C. transformers and D.C. motor generators arc welding sets. Studies are made of welding heats, polarities, and electrodes for use in joining various metal alloys by the arc welding process. After the student is capable of running beads, butt and fillet welds in all positions, they are made and tested in order that the student may detect his weaknesses in welding. Safety procedures are emphasized throughout the course. Prerequisite: WLD 1120.			
WLD 1122 — Commercial and Industrial Practices	2	9	5
Designed to build skills through practices in simulated industrial processes and techniques. Emphasis is placed on maintenance, repairing worn or broken parts by special welding applications, field welding and nondestructive tests and inspection. Prerequisite: WLD 1120.			
WLD 1123 — Inert, Gas, Mig, and Tig	1	6	3
Introduction and practical operations in the use of inert-gas-shield arc welding. A study will be made of the equipment, operation, safety and practice in various positions. A through study of such topics as: principles of operation, shielding gases, filler rods, process variations and applications, manual and automatic welding. Prerequisite: WLD 1121.			
WLD 1124A — Pipe Welding	4	12	8
Designed to provide practices in the welding or pressure piping in the horizontal, vertical, and horizontal fixed position using shielded metal arc welding process according to Section IX of the ASME code. Prerequisite: WLD 1121.			
WLD 1124B — Pipe Welding	3	6	5
Designed to provide practice in the welding of pressure piping in the horizontal, vertical, and horizontal fixed positions using shielded metal arc welding process according to Section VIII and IX of the ASME code. Prerequisite: WLD 1124A.			
WLD 1125 — Certification Practices	2	6	4
This course involves practice in welding the various materials to meet certification standards. The student uses various tests including the guided bend and the tensile strength tests to check the quality of his work. Emphasis is placed on attaining skill in producing quality welds. Prerequisites: WLD 1120, WLD 1121, WLD 1123, WLD 1124A, WLD 1124B.			

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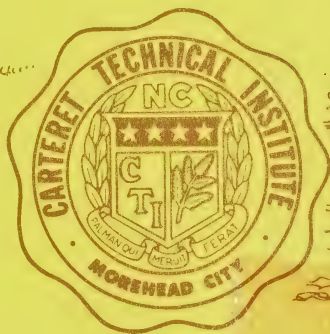
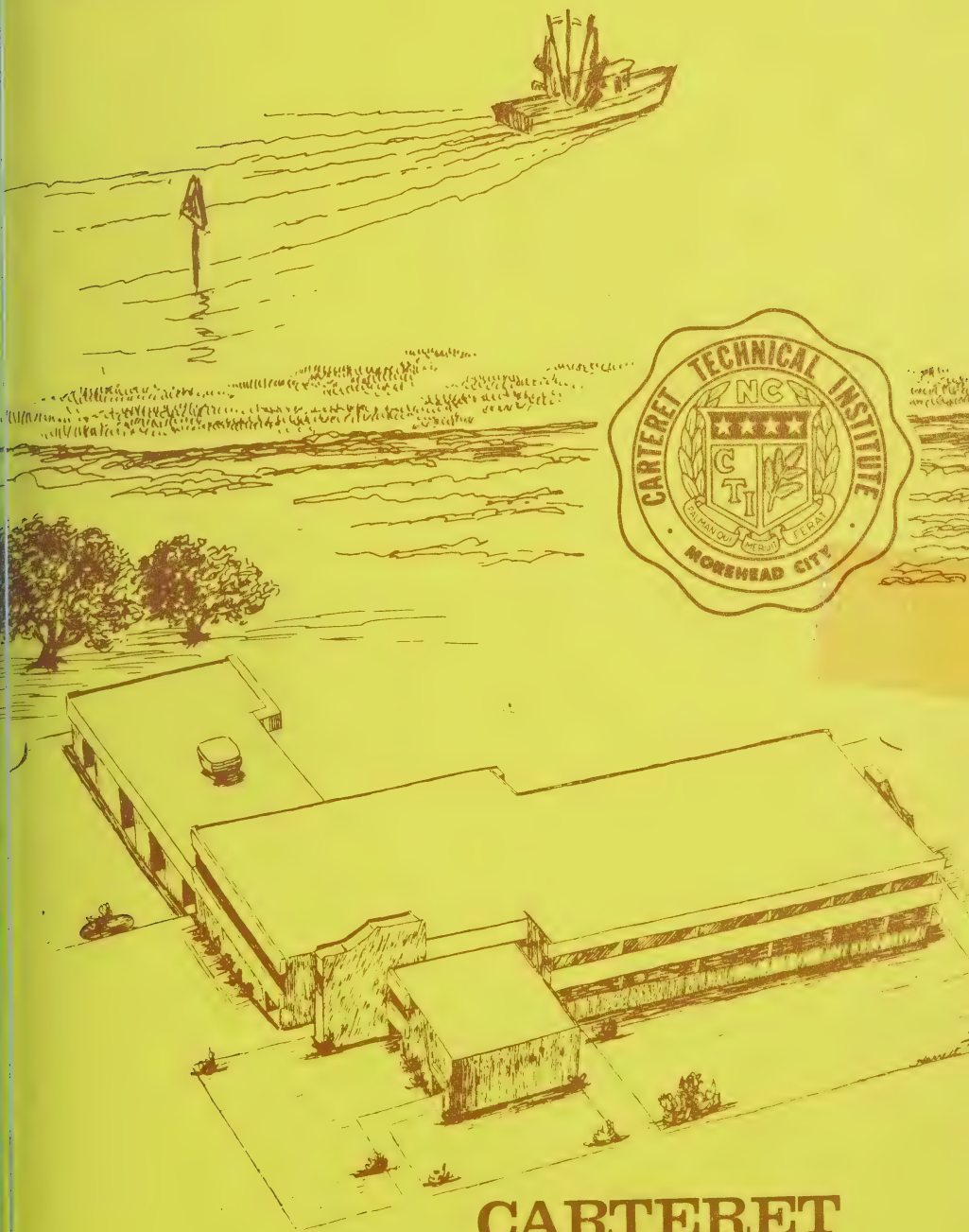
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FEBRUARY S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	MAY S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	AUGUST S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	NOVEMBER S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
MARCH S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	JUNE S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	SEPTEMBER S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	DECEMBER S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

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1979 - 1980 CALENDARS

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ACADEMIC CALENDAR 1977 - 1978

FALL QUARTER

Orientation	August 31
Registration	September 1 and 2
Classes begin	September 6
Last day for late registration and to add a course	September 12
Last day to drop without penalty	October 18
Quarter examinations	November 18 and 21
Quarter ends	November 21

WINTER QUARTER

Registration	November 29
Classes begin	November 30
Last day for late registration and to add a course	December 7
Christmas holiday begins 11 pm	December 21
Classes resume at 8 am	January 3, 1978
Last day to drop without penalty	January 23
Quarter examinations	February 23 and 24
Quarter ends	February 24

SPRING QUARTER

Registration	March 2
Classes begin	March 3
Last day for late registration and to add a course	March 9
Easter holiday begins 11 pm	March 22
Classes resume at 8 am	March 28
Last day to drop without penalty	April 19
Quarter examinations	May 22 and 23
Quarter ends	May 23

SUMMER QUARTER

Registration	May 30
Classes begin	May 31
Last day for late registration and to add a course	June 7
July 4 holiday begins 11 pm	July 3
Classes resume at 8 am	July 5
Last day to drop without penalty	July 13
Quarter examinations	August 15 and 16
Quarter ends	August 16
Graduation	August 18

ACADEMIC CALENDAR

1978 - 1979

FALL QUARTER

Orientation	August 30
Registration	August 31 and September 1
Classes begin	September 5
Last day for late registration and to add a course	September 12
Last day to drop without penalty	October 17
Quarter examinations	November 17 and 20
Quarter ends	November 20

WINTER QUARTER

Registration	November 28
Classes begin	November 29
Last day for late registration and to add a course	December 5
Christmas holiday begins 11 pm	December 20
Classes resume at 8 am	January 2
Last day to drop without penalty	January 22
Quarter examinations	February 23 and 26
Quarter ends	February 26

SPRING QUARTER

Registration	March 5
Classes begin	March 6
Last day for late registration and to add a course	March 13
Easter holiday begins 11 pm	April 12
Classes resume at 8 am	April 17
Last day to drop without penalty	April 19
Quarter examinations	May 22 and 23
Quarter ends	May 23

SUMMER QUARTER

Registration	May 29
Classes begin	May 30
Last day for late registration and to add a course	June 5
July 4 holiday begins 11 pm	July 3
Classes resume at 8 am	July 5
Last day to drop without penalty	July 10
Quarter examinations	August 14 and 15
Quarter ends	August 15
Graduation	August 17

GENERAL INFORMATION



THE INSTITUTION

HISTORY

The institution presently known as Carteret Technical Institute emerged as a reality for the people of Carteret County in July, 1963. At that time the Carteret County Industrial Education Center was authorized by the North Carolina State Board of Education, with the stipulation that the Center must operate proficiently for a period of two years as a unit of the Wayne Technical Institute before making application to have its status changed to that of an independent institution. Following this action by the State Board of Education, state and local funds required for the Center's operation were allocated, buildings were obtained and renovated, necessary equipment was secured and installed, and in January, 1964, the Center inaugurated its first full-time program with the initiation of a course in Marine Engines.

The progress of the institution since 1964 has been steady and sure and is apparent in the growing number of courses offered to citizens of the county interested in furthering their education or improving their skills. Beginning with only one course in 1964, the Institute now offers curriculum programs in eighteen areas. In addition, the Institute cooperated with the North Carolina Employment Security Commission in offering Manpower Development Training Act courses and with East Carolina University in providing a full freshman year of college work. Numerous short-term courses, normally 60-65 courses at any given time, are offered to meet particular needs of county residents.

Application for independent status was made and approved in January, 1968, giving the institution, now Carteret Technical Institute, equal status with other technical institutes in the North Carolina Community College System. In November of that year the citizens of Carteret County voted for a tax levy for support of the institution and technical institute bonds in the amount of \$500,000 for construction of a new physical plant. On December 13, 1968, the Governor and Advisory Budget Commission approved conversion of the institution from contractual to chartered status. The Institute now operates directly under control of the North Carolina Department of Community Colleges.

Construction of the new facilities was completed in December, 1972. Carteret Technical Institute has made great progress since 1964, and faces the future with optimism and a keen sense of purpose.

PHILOSOPHY

The philosophy of Carteret Technical Institute is a system of beliefs that serves as a reservoir out of which come all objectives

of the institution. This philosophy, reflecting the thoughts of our leading educators, students, faculty, staff, and administration, has been adopted by the Board of Trustees.

With the establishment of Carteret Technical Institute, a new dimension was added to the education system of this area. In keeping with the broad goals of the North Carolina Department of Public Instruction and the Department of Community Colleges, Carteret Technical Institute readily adopted the philosophy of "total education" and the "open door" admission. Total education, in addition to providing quality instruction, gives consideration to the diversity of cultural, civic, and economic needs among individual students and takes into account the differences in individual ability to acquire an education. The open door admission provides that for any applicant who wants and needs more education, regardless of his educational background, the door of the institution is open.

This institution is cognizant of the fact that to make the opportunities which it offers a reality to the citizens of North Carolina, there must be a planned cooperative effort with the elementary and secondary schools, the colleges and universities, and all other relevant agencies with similar objectives and responsibilities.

In summary, Carteret Technical Institute expounds a philosophy which holds out (1) the hope of universality of educational opportunity and (2) the hope of maximal intellectual, moral, and physical achievement on the part of each student.

PURPOSE AND OBJECTIVES

The purpose of Carteret Technical Institute is to extend universal educational opportunities to anyone of suitable age.

The concept of universal educational opportunities for all persons includes the basic ingredients of easy accessibility, low tuition, professional guidance services, a broad curriculum offering, an atmosphere conducive to learning, and quality instruction. More specifically, the purpose of Carteret Technical Institute is:

- A. To provide technical programs which prepare persons for jobs in product and service oriented occupations for which the Associate of Applied Science Degree may be awarded.
- B. To provide vocational programs which prepare persons for jobs requiring varying levels of ability and skill and for which a certificate or diploma may be awarded.
- C. To provide occupational educational program for employed adults who need training or re-training to increase their occupational competency.

- D. To fulfill a leadership role in community growth and development, through training of skilled labor provide an attraction to industry and job opportunities.
- E. To design and implement programs to meet the needs of the community as they arise.
- F. To provide programs of continuing education for adults who need or desire to improve basic educational skills, to complete high school requirements, or to pursue personal interest courses.
- G. To provide testing and guidance of individuals for determining their aptitudes, interests, and proper entrance levels.
- H. To provide developmental courses for persons whose educational background would indicate the likelihood of difficulty with the course work in their chosen area of study.
- I. To cooperate with East Carolina University, by providing facilities and, where appropriate, instructional personnel in return for FTE credit, in East Carolina's efforts to make freshman and sophomore university courses available and easily accessible to citizens of Carteret County.
- J. To provide a program of evaluation whereby institutional energies, transformation processes, and student performances, both institutionally and on the job, are examined periodically in terms of stated objectives.
- K. To provide the opportunity for all people to continue their personal growth as responsible citizens in a democratic society.

LOCATION AND FACILITIES

Carteret Technical Institute is located on United States Highway 70 West, Morehead City, North Carolina. Morehead City is one of two state ports in North Carolina and is rapidly becoming the center of commerce and industry in the northern tidewater area.

The school is housed in a new one and one-half million dollar facility located on scenic Bogue Sound. The Institute is located less than one-half mile from the center of town.

The Institute is equipped with the latest and most modern equipment. The entire facility is heated and, where practical, classrooms and laboratories are air-conditioned.

ACCREDITATION

Carteret Technical Institute is accredited by the Department of Community Colleges and the North Carolina State Board of Education and operates as specified in Chapter 115A of the Gen-

eral Statutes of North Carolina. The Institute is also accredited by and a member of the Southern Association of Colleges and Schools. In addition, the Allied Health Programs are accredited by the American Medical Association and the North Carolina State Board of Nursing.

ADDITIONAL PROGRAMS AT OTHER INSTITUTIONS

Two community colleges and one technical institute are located within relatively easy driving distance from Carteret County. These institutions offer degree and diploma programs not presently offered at Carteret Technical Institute. These programs, to a large extent, contain course requirements which may be taken at Carteret Technical Institute before transfer is necessary; in some cases, the major share of these requirements may be taken at the Institute. Students who prefer a degree or diploma program at the following community colleges or technical institutes should contact a counselor at Carteret Technical Institute.

ASSOCIATE IN ARTS DEGREE—COLLEGE TRANSFER

Coastal Carolina Community College

Craven Community College

ASSOCIATE IN APPLIED SCIENCE DEGREE

Coastal Carolina Community College

- Accounting
- Dental Hygiene
- Electronic Data Processing
- Marketing and Retailing
- Medical Laboratory Technician
- Surveying Technology

Craven Community College

- Accounting
- Drafting and Design Technology
- Educational Assistant (Teacher Aide)
- Industrial Maintenance Technology
- Marketing and Retailing Technology

Pamlico Technical Institute

- Accounting
- Agricultural Science and Mechanization

DIPLOMA PROGRAM**Coastal Carolina Community College**

Auto Body Repair
Electronic Servicing
Machinist
Masonry
Mechanical Drafting
Dental Assistant
Operating Room Technician

Craven Community College

Architectural Drafting
Auto Body Repair
Electronic Servicing
Masonry

Pamlico Technical Institute

Home Hospital Aide
Child Care Worker

ADMISSIONS



ADMISSION PROCEDURES AND ENTRANCE REQUIREMENTS

GENERAL ADMISSION REQUIREMENTS

The admission procedures of Carteret Technical Institute are designed to create a feeling of personal interest in the applicant and his plans for the future.

Carteret Technical Institute is a co-educational institution open to any individual who meets the admission requirements for the particular course in which he chooses to enroll.

If a student fails to meet the admission requirements for the course of his choice, a member of the counseling staff will help him plan a remedial or preparatory program of study. The counselor, working with the applicant, may recommend a program more suitable to the individual's ability, aptitude, and educational background.

BASIC ADMISSION REQUIREMENTS

All Associate in Applied Science Degree applicants must be high school graduates. The high school graduation requirement is considered to have been met by graduation from high school, possession of a State High School Equivalency Certificate, or possession of an Adult High School Diploma.

Generally, applicants for admission to a Diploma Program must possess a high school diploma or its equivalency. However, some exceptions are made for individuals whose age and maturity make success in a Diploma Program likely.

ADMISSION PROCEDURES

1. **Application.** The applicant must submit a properly completed application form to the Office of Student Affairs. Early application is recommended to allow adequate time for processing.
2. **Medical Report.** A medical history questionnaire must be completed by all applicants. In addition, those accepted for admission in Practical Nurse Education and Associate Degree Nursing must present medical forms completed by a physician and dentist prior to final acceptance. Necessary medical forms will be provided by the Office of Student Affairs.
3. **Transcripts.** Applicants for admission to all programs at the Institute must have official transcripts forwarded from high schools and all post-secondary schools that they have attended. Applicants who have earned equivalency certificates must present evidence that they have successfully completed the

tests. It is the responsibility of the applicant to insure that official transcripts are presented to the Office of Student Affairs.

4. **Testing.** For advisement and placement purposes, applicants for vocational or technical programs must take, prior to enrollment, the Otis-Lennon Mental Ability Test and the Differential Aptitude Test Battery administered by Carteret Technical Institute unless the applicant has previously taken the General Aptitude Test Battery administered by the Employment Security Office. These same tests are used for pre-admission purposes in the Associate Degree Nursing, Practical Nurse Education, Radiologic Technology and Respiratory Therapy Programs. The applicants for Radiologic Technology and Respiratory Therapy must also take the scholastic Aptitude Test of the College Entrance Examination Board, Princeton, New Jersey.
5. **Interviews.** All applicants should make an appointment with one of the counselors for a personal interview prior to their enrollment into the Institute. The counseling session is designed to acquaint the student with the Institute and to help determine if the student has made a wise choice in his program selection.

PROVISIONAL ADMISSION

Applicants applying too late to complete all admission procedures, or applicants who do not desire admission to a full-time program, will be permitted to register as special students at the discretion of the Dean of Student Affairs. Special students will be allowed to enroll for a maximum of 15 quarter hours of credit without meeting all admission requirements. Upon completion of 15 quarter hours of credit a student must meet all general or specific admission requirements or face suspension from the Institute.

Special Admission Requirements for Associate Degree Nursing, Practical Nurse Education, Radiologic Technology and Respiratory Therapy

1. **Interviews.** The applicant must report to the Institute for personal interviews with a counselor in the Student Affairs Office and the Department Representative. The applicant must report for a final interview with the Admissions Committee.
2. **Testing.** Applicants for these programs must qualify through entrance tests. Nursing, Radiology and Respiratory appli-

cants will take the Otis-Lennon Mental Ability Test and the Differential Aptitude Test. Radiologic Technology and Respiratory Therapy applicants must also take the Scholastic Aptitude Test.

3. **References.** Three letters of character reference are required prior to the Admissions Committee interview.
4. **Medical Reports.** All accepted applicants in Associate Degree Nursing and Practical Nurse Education must have completed physical and dental examinations and file these completed forms with the Office of Student Affairs.

EVENING CURRICULUM PROGRAM ADMISSIONS REQUIREMENTS

Students who apply for admission to the Evening Program will follow the same procedures for admission as outlined for the day program. Applicants applying too late to complete all admission procedures or applicants who do not desire admission to a full-time program will be permitted to register as special students at the discretion of the Dean of Student Affairs. Special students will be allowed to enroll for a maximum of 15 quarter hours of credit without meeting all admission requirements. Upon completion of 15 quarter hours of credit, a student must meet all general or specific admission requirements or face suspension from the Institute.

ADMISSION OF TRANSFER STUDENTS

Educational work completed by a student in other accredited institutions may, where applicable, be credited toward the requirements of the Degree or Diploma Program at Carteret Technical Institute. Admission as a transfer student is considered according to the following regulations:

1. A completed application and a transcript direct from the transfer institution must be received before registration is permitted. Late applicants may be admitted as special students pending receipt of transcripts from the transfer institution.
2. Transfer credit may be allowed for courses in which a student has made a "D" provided he has a minimum grade point average of 2.0 (C average) on all credits accepted for transfer.
3. The Dean of Student Affairs will evaluate all transcripts for transfer credit and will submit them to the Division Chairman for their review. All courses for which transfer credit is allowed must parallel courses offered at Carteret Technical In-

stitute or fall within the same course classification if not offered at Carteret Technical Institute.

4. Credits from Colleges operating on the semester system are recalculated on a quarter hour basis.
5. Quality point averages for graduation, honors, and continuing enrollment are computed on Carteret Technical Institute work only.
6. The time limit for acceptance of transfer credits from another institution toward completion of a diploma or degree from Carteret Technical Institute is ten years.
7. An applicant on disciplinary suspension from another college or institute will not be admitted to Carteret Technical Institute until the specified suspension period is completed. Any student who conceals such status is subject to dismissal upon discovery.
8. Applicants will receive an "Evaluation of Transfer Credits" form denoting hours transferred with their acceptance letter.

TRANSFER OF CREDITS WITHIN CARTERET TECHNICAL INSTITUTE

Credits earned in any institutional degree program may be credited toward a degree or diploma upon evaluation by the Dean of Student Affairs. Credits earned in a diploma program are not acceptable to an associate degree program but may be credited toward a second diploma major. If graduation requirements change during the time a student is enrolled, the student may elect to satisfy the requirements in effect at the time of his original enrollment or the new requirements.

All students who are currently enrolled or who have graduated from a curriculum program of the Institute and wish to transfer to another curriculum program must follow these procedures:

1. Submit an application stating the desired curriculum and quarter of entrance.
2. Meet the admission requirements for the desired program as stated in the school catalog.

Applicants will receive notification of admission by letters from the Office of Student Affairs along with an "Evaluation of Transfer Credit" form denoting hours for which credit will be given.

APPLICATION STATUS

Applicants are kept informed concerning their admission status through the following procedures:

1. The applicant will receive a form letter indicating that the

application has been received and what additional information is needed before final acceptance can be granted.

2. Transfer applicants and students transferring between programs within the Institute will receive an "Evaluation of Transfer Credit" form denoting courses for which Carteret Technical Institute credit is allowed.
3. Upon receipt of all necessary forms and completion of admission procedures, a final letter denoting acceptance for admission is forwarded to the applicant.

READMISSION

Application for readmission is required of all students for whom one or more quarters have elapsed since their last enrollment. Graduates who plan to return in another program must also file for admission.

FOREIGN STUDENTS

The Institute is authorized under Federal Law to enroll non-immigrant alien students. All foreign applicants must submit evidence of proficiency in English language.

ACADEMIC INFORMATION



CURRICULUM

QUARTER SYSTEM

Carteret Technical Institute operates on the quarter system. The fall, winter, spring, and summer quarters are each approximately eleven weeks in length. The Institute is in session five days per week.

CREDIT HOURS

The quarter hour is the unit of measurement for credit purposes. Quarter hours of credit are awarded as follows: one quarter hour credit for each hour per week of class work, one quarter hour of credit for each three hours of shop practice per week.

The formula for computation of credit hour equivalency is as follows:

$$1 \text{ class hour (C)} = 1 \text{ credit hour (CH)}$$

$$2 \text{ laboratory hours (L)} = 1 \text{ credit hour (CH)}$$

$$3 \text{ shop (s) or skills} \\ \text{laboratory (L) hours} = 1 \text{ credit hour (CH)}$$

Courses listed in the catalog are not designated as "skills" laboratories as such; however, where credit is awarded on a 3 to 1 ratio; it means the emphasis in the lab (L) is on skills development.

Generally a student will have to spend two clock hours in preparation for one class hour.

TRANSFER OF CREDIT

Educational work completed by the student in accredited institutions may, where applicable, be credited toward the requirements of the Degree or Diploma Program at Carteret Technical Institute. Students must file transcripts of previous education so that an evaluation can be made for awarding of transfer credits. (See **Admissions** for additional information about awarding of transfer credit.)

Quarter hours of credit earned at Carteret Technical Institute can be transferred to any of the institutions authorized to function under the North Carolina Department of Community Colleges and to many other educational institutions. Each individual institute whether a member of the Department of Community Colleges or not, will evaluate each student's transcript for awarding of possible transfer credit from Carteret Technical Institute.

STUDENT CLASSIFICATION

Full-time student—a student enrolled for twelve (12) or more quarter hours of credit.

Part-time student—a student enrolled for fewer than twelve (12) quarter hours of credit.

Freshman—a student who has completed with a passing grade less than forty-five (45) quarter hours of credit.

Sophomore—a student who has completed with a passing grade more than forty-five (45) quarter hours of credit.

REGISTRATION

All students are urged to register at the beginning of each quarter of attendance. Students who have failed to register properly will be considered audit students and will receive neither grades nor credit for the course. Registration procedures are published prior to each registration period and should be followed to insure that enrollment has been completed. Those students who fail to register on the designated dates each quarter will be assessed a late registration fee.

AUDITING

Courses may be audited after registration procedures have been completed and permission has been obtained from the instructor. Credit by examination will not be allowed for courses which have been audited. A grade of "Au" will be recorded on the transcript with no hours credit or quality points given.

CREDIT BY EXAMINATION

Students who have reason to believe they are proficient in a subject as a result of independent study and experience may request credit by examination. The examination may be written, oral, performance, or all of these, and may be scheduled at any time mutually convenient to the examining instructor and the student. The academic standards for credit by examination will be commensurate with the academic standards for the course: the minimum test to be similar to that which is administered at the conclusion of regularly scheduled courses. Students failing such an examination may not request a second examination until evidence of further study in the subject concerned is presented. No credit by examination will be allowed if the student has previously taken the course for credit and is now attempting to raise his course grade. Decision of the examining instructor will be final.

Credits earned by examination will be entered on the student's permanent record, but quality points will not be awarded for such credit.

CHANGE OF SCHEDULE

There may exist certain circumstances that make it necessary for a student to change his class schedule after initial enrollment. A change in class schedule after registration may be made only with the approval of the faculty advisors, Dean of Student Affairs, (Counselor, Registrar), and clearance by the Business Office.

The last date that a course can be added each quarter is stated in the school calendar (normally one week after course begins). Any student wishing to drop a course must complete the drop procedures before the date published in the academic calendar (normally five weeks after classes begin). Courses dropped before this date will be without penalty. Official calendars are published in the school catalog and student handbook.

ACADEMIC LOAD

A full-time student is one who is carrying 12 or more quarter hours of course work. Normal load for most students will vary between fifteen and eighteen quarter credits. Course schedules and course loads should be carefully planned through consultation with a counselor and approved by the student's faculty advisor. No student may carry in excess of 21 credit hours without prior approval of the Dean of Students unless his curriculum requirements, as stated in the catalog, require more than 21 hours in a particular quarter.

ATTENDANCE

The nature of the programs for students at Carteret Technical Institute is such that it is necessary that students be in regular attendance at all times. A student must attend a minimum of 75 percent of the total class hours, laboratory periods, and shop sessions for each course in order to receive a passing grade in curriculum classes or a certificate in Continuing Education. **Absences in excess of 25 percent will result in the student being automatically withdrawn from the course with a failing grade.**

In accordance with a State Policy 4D.0310(5) (2A), a student who fails to maintain contact with instructional personnel for two consecutive weeks will be automatically dropped from enrollment in any or all courses in which he or she is registered. A student who is dropped under Policy 4D.0310(5) (2) and who desires to be readmitted may do so with the joint approval

of the Dean of Student Affairs and the instructor(s) affected by the readmittance in curriculum courses and by the Director of Continuing Education and the instructor(s) affected in Continuing Education courses. This is permissible, however, provided the student has not exceeded the 25 percent absence policy as outlined in the above paragraph. A student who does not re-enroll or formally withdraw will receive a failing grade at the end of the quarter. A student who is unable to request readmission may request permission to formally withdraw in accordance with normal procedures outlined below.

A student will be allowed to withdraw anytime during the quarter for valid reasons (such as illness or similar emergencies). The grade received for official withdrawal will be WD. The course title and number will appear on the transcript with the WD listed beside the course, but hours and quality points for the course(s) will not be counted in computing grade point average for curriculum courses.

Note to Veteran Students: A veteran student will automatically receive an "F" on courses dropped after the sixth week of the quarter unless due to extenuating circumstances.

Each student has the full responsibility of accounting to his or her instructors for each class session missed. The instructor(s) will determine if the work can be made up. However, any work that is made up cannot be used to erase any absences on the part of the student.

ATTENDANCE POLICY ALLIED HEALTH DIVISION

The nature of the Allied Health Division programs at Carteret Technical Institute is such that it is necessary for students to be in regular attendance at all times. Since the contracting institutions require that students be in attendance on a regularly scheduled basis with a minimum number of absences, the attendance policy of the Allied Health Division will deviate from that of the other departments within the Institute. The specific policy as relates to all Allied Health Division students is as follows: Students must attend a minimum of 90 per cent of the total class, clinical, field work, or practicum hours. Absences in excess of 10 per cent will result in the student being automatically withdrawn from the course with a failing grade unless due to extreme emergency conditions. Should this occur, each case will be considered on its own merits and a decision will be reached by the Division Chairman and the Dean of Student Affairs whether or not the individual student will be allowed to continue his enrollment.

WITHDRAWAL

Students desiring to withdraw from the Institute during the quarter must withdraw officially through the Office of Student Affairs. Official withdrawal procedures are as follows:

1. The student will secure a Registration Change Notice from the Office of Student Affairs.
2. The student will complete the form including identifying course information.
3. The student will secure the signature of his advisor.
4. The student will then return the form to the Office of Student Affairs for signatures and completion for validation purposes.
5. The Office of Student Affairs will notify individual instructors about official class or program withdrawal.

A student is responsible for initiating a withdrawal form. If he does not and merely stops attending class, the instructor will initiate withdrawal in which the grade given will be a failing grade designated "F".

WITHDRAWAL GRADE POLICY

If a student officially withdraws before the end of the drop/add period, registration in the course will not appear on his record and no grade will be assigned.

A student officially withdrawing from a course or a program after the end of the drop/add period, but before the end of the sixth week of a quarter, will receive a grade of "WD".

A student may officially withdraw after the sixth week of a quarter due to extenuating circumstances. The Dean of Student Affairs will make a determination whether or not reasons for withdrawal fall in the extenuating circumstances category. If officially approved, a grade of "WD" would be given.

A student who ceases to attend class and does not notify the Institute to officially withdraw, as well as those individuals who withdraw after the sixth week of the quarter without approved extenuating circumstances, will be assigned a failing grade designated by an "F". In addition, students dropped by instructors due to exceeding the provisions of the attendance policy will receive a failing grade, "F".

Note to Veteran Students: A veteran student will automatically receive an "F" on courses dropped after the sixth week of the quarter unless due to extenuating circumstances.

GRADING SYSTEM AND QUALITY POINT AVERAGE

A quality point system is used to calculate all student scholarship standings. The letter grades used and explanations follow.

Letter Grade	Numerical Grade	Explanation	Quality Points Per Quarter Hour Credit
A	93-100	Excellent	4
B	84-92	Good	3
C	75-83	Average	2
D	68-74	Below Average	1
F	Below 68	Failed, unofficial withdrawal	
WD		Official withdrawal—no grade or quality points	
P		Proficiency—credit hours given, no quality points earned	
I		Incomplete—no grade or quality points because of incomplete work. An "I" must be removed by mid-term of the next quarter. If an "I" is not removed within the time allowed, the "I" will be changed to an "F".	
Au		Audit—no grade or quality points	

The quality point average is calculated by dividing the total number of quality points earned by the hours attempted, including both courses passed and failed. If a course has been repeated, only the higher grade will be used in determining the quality point average. All courses attempted will be shown on the official transcript.

ACADEMIC RETENTION REQUIREMENTS

Each student at Carteret Technical Institute is expected to maintain satisfactory progress toward a degree or diploma. At the end of each quarter, a student's grade point average for that quarter and his cumulative grade point average are examined. Minimum cumulative grade point averages for remaining in good standing are as follows:

Attempted Credit Hours	Diploma Program (Grade Point Average)	Degree Program (Grade Point Average)
1-20	1.25	1.25
21-39	1.50	1.40
40-59	1.75	1.65
60-79	2.00	1.80
80-99		1.90
100-149		2.00

ACADEMIC PROBATION

Any student who falls below the minimum retention requirements will be placed on probation. When a student is placed on probation, he is so notified in writing by the Dean of Student Affairs. A student on academic probation is required to schedule a conference with a counselor after he is so notified about his probationary status. The counselor will assist the student in identifying his academic problems and may help the student to explore alternative programs for which he is better qualified. Any curriculum student on probation who fails to make satisfactory improvement in his grade point average during the quarter is on probation; he may be suspended, placed in a more appropriate program, or be encouraged to take a reduced load. A student who has been suspended for academic reasons may apply for readmission. His readmission application would be considered on an individual basis by the Dean of Student Affairs, Division Chairman, and advisor.

REPEATING COURSE WORK

The following regulations govern the repeating of a course previously taken at Carteret Technical Institute.

A student who has failed a course will be allowed to repeat the course and receive the higher grade. Should a course be repeated, the quality point average would be determined using the hours attempted and quality points received from the higher grade.

In some instances, a student passes a course but does not reach the proficiency required during the quarter to advance to the next course in the sequence. Should a student taking a sequency course fail to meet the proficiency required by the department involved to advance to the next course in the sequence, he would be encouraged by the counseling staff and faculty advisor to repeat the course in order to gain greater proficiency.

A student who makes a passing grade in a course and wishes to repeat the course must have the permission of the Division Chairman, the counselor, and the Dean of Student Affairs.

When the course has been repeated, the higher of the grades would be recorded on the student's transcript and used for determining the quality point average.

In order to maintain a complete record of all courses taken, the student's transcript would contain those courses passed, failed, and repeated. However, only the higher grade will be used to determine the quality point average needed for graduation.

PRESIDENT'S LIST AND DEAN'S LIST

Carteret Technical Institute recognizes outstanding academic achievement by a student through the President's List and Dean's List.

The President's List is composed of students who are enrolled for a minimum of twelve quarter hours of credit and receive no grade below an "A" on all work taken.

The Dean's List is composed of students who are enrolled for at least twelve quarter hours of credit and make at least three quality points per credit hour on all work taken with no grade below a "C".

TRANSCRIPT AND GRADE REPORTING

Reports of grades will be mailed to each student's home immediately following the completion of each quarter's work.

Transcripts of the student's record will be sent to other colleges, universities, institutes, employers, or to the student himself, when an official request has been made, but only after all obligations have been completed with the Institute.

There is no fee charged for the issuing of transcripts.

REQUIREMENTS FOR GRADUATION

Carteret Technical Institute has been approved by the North Carolina Department of Community Colleges to award an Associate of Applied Science Degree, a Diploma, or a Certificate to those who qualify through course work taken at the Institute.

An Associate of Applied Science Degree is awarded a student who completes a two-year technical program with a general average of "C" or better in his major field of study and has at least two quality points for each quarter hour of credit earned in his total program.

A diploma is awarded a student who completes a one-year vocational program with a general average of "C" or better in his major field of study and has at least two quality points for each quarter hour of credit earned in his total program.

A certificate is awarded a student who successfully completes a program of less than one year in length.

Presence at graduation exercises is a requirement for prospective degree or diploma recipients except when permission for absentia has been granted by the Dean of Student Affairs. A written request for such permission must be made at least ten (10) days before commencement.

Upon recommendation of the curriculum area coordinator and approval by the Dean of Instruction and the President of the

Institute, certain specific graduation requirements may be waived. This action may be necessitated as a result of curriculum changes during a student's enrollment which would prevent such student from completing all courses previously required for graduation. However, only courses which are relative to the curriculum will be allowed to be substituted. The failure of an adequate number of students to register for a particular course during a person's final quarter would also be grounds for waiving certain graduation requirements and substituting a course applicable to the field of study being pursued.

All financial obligations to the Institute must be cleared before a degree, diploma, or certificate can be awarded.

GRADUATION WITH HONORS

Students graduating with quality points averaging 3.5 and above will be so designated on the graduating program and their degree or diploma will bear a gold "Honors" seal.

STUDENT RECORD CONFIDENTIALITY

A student's record is considered a confidential document and as such will be maintained in accordance with policies stated in the Institute Operational Manual. No part of the student's permanent record shall be released to any person or agency outside the Institute without the written consent of the student. Access to his record is guaranteed to every student subject only to reasonable regulation as to time, place, and supervision.

EXPENSES



FEES AND EXPENSES

GENERAL FEES

A major objective of the Carteret Technical Institute is to provide quality education at the lowest possible cost for the student. Tuition and fees paid by students are kept at a minimum and do not represent the total operating expenses of the Institute. The balance is provided by local, state, and federal tax funds.

TUITION AND FEES FOR STUDENTS ENROLLED IN GENERAL EDUCATION, TECHNICAL, AND VOCATIONAL PROGRAMS

Resident (12 quarter hours or more)	\$ 39.00 per quarter
Non-Resident (12 qtr. hours or more)	\$198.00 per quarter
Resident (less than 12 quarter hours)	\$ 3.25 per quarter hour
Non-Resident (less than 12 qtr. hours)	\$ 16.50 per quarter hour
Insurance (optional)	\$ 3.00 per year
Activity Fee (required of all full-time students, optional for part-time students)	\$ 3.00 per quarter

PAYMENT OF TUITION AND FEES

All tuition and fees are due and payable at the Business Office on the official day(s) of registration. Partial payment or credits are not accepted unless previous arrangements have been made and approved by the Business Manager. Students are to initiate such needs with the Dean of Student Affairs prior to any attempt to register. The Dean of Student Affairs will then make recommendations to the Business Manager who will make the final determination whether or not partial payments or credits will be acceptable.

A student will not be allowed to register, graduate, receive a diploma, certificate, or a transcript as long as an account is outstanding.

LATE REGISTRATION FEE

Registration schedules are set for specific days and certain definite procedures are required.

A student has not completed registration until all of the required steps are taken. It is the student's responsibility to seek and then to follow the necessary procedures. Payment of tuition and fees is a required step in the procedure.

Any student who fails to complete registration for classes and to make the required payment of expenses and fees on the prescribed registration day(s) according to the official school calendar will be charged a late registration fee of \$5.00. This applies to all students with no exceptions—day, evening, full-time, part-time, special, and audit enrollees.

Those with anticipated financial difficulties should contact the Dean of Student Affairs in person well in advance of the registration deadline. Only the Business Manager will approve any special arrangements, payments and credits concerning any late payments. The Business Manager will approve or disapprove any request for exemption of the late registration fee after recommendations from the Student Affairs Department.

REFUND POLICY

Tuition refund for students shall not be made unless the student is, in the judgment of the institution, compelled to withdraw for unavoidable reasons. In such cases, two-thirds ($2/3$) of the student's tuition may be refunded if the student withdraws within ten (10) calendar days after the first day of classes as published in the school calendar. Tuition refunds will not be considered after that time. Tuition refunds will not be considered for tuitions of five dollars (\$5.00) or less, unless a course or curriculum fails to materialize due to no fault of the student.

There is no refund on such payments as activity fee, insurance premium fee, graduation fee for diploma once it is ordered, and special fees such as for late registration.

In all refund cases, the student must initiate his withdrawal through the Student Affairs Department. The Business Office will make the allowable refund only after written request is received from the Dean of Student Affairs.

ACTIVITY FEE

The State Board of Education provides that a fee up to \$28.00 per academic year per student (\$7.00 per four quarters or \$9.00 per three quarters) may be established as a local student activity fee. The Student Government Association of Carteret Technical Institute has approved a \$3.00 activity fee per quarter for both day and evening curriculum students enrolled on a full-time basis. Part-time students may elect to pay the activity fee although it is not mandatory.

AUDITING FEE

Students auditing a curriculum course at the Institute will be required to pay the tuition fee applicable to students receiving

credit for the course. This regulation applies to both residents and non-resident students.

ACTIVITY CARDS

Activity cards will be issued at the beginning of each quarter to all full-time students. Part-time students will be issued an activity card upon payment of the full activity fee.

GRADUATION FEE

A graduation fee will be due and payable when application for graduation is processed. The graduation fee covers the cost of the degree or diploma, the rental of a cap and gown, and other graduation expenses.

INSURANCE

A student may purchase insurance to cover accidents associated with school activities for \$3.00 per year. This group insurance coverage is for an entire academic year. It is highly recommended that all students take advantage of this coverage. The insurance is optional and students can purchase this coverage by making payment in the Business Office at the beginning of each quarter. Students who elect not to purchase this insurance must sign a waiver indicating that the Institute will not be held responsible for any accident that occurs on the campus or at a school-related activity.

BOOKS AND SUPPLIES

Necessary textbooks, supplies, and tools can be acquired through the bookstore maintained by the Institute. The bookstore is operated on a cash basis, and there is no refund on books and supplies. The cost of these items varies according to the program of study taken by the student.

ESTABLISHING RESIDENCY

General: The tuition charge for legal residents of North Carolina is less than for non-residents. To qualify for in-state tuition, a legal resident must have maintained his domicile in North Carolina for at least 12 months immediately prior to his classification as a resident for tuition purposes. In order to be eligible for such classification, the individual must establish that his or her presence in the State during such twelve-month period was for purposes of maintaining a bona fide domicile rather than

for purposes for mere temporary residence incident to enrollment in an institution of higher education.

DOMICILE. Domicile means one's permanent dwelling place of indefinite duration, as distinguished from a temporary place of abode.

BURDEN OF PROOF AND STATUTORY PRESUMPTIONS.

The burden of establishing facts which justify classification of student as a resident entitled to in-state tuition rates is on the applicant for such classification. Proof of residential status is controlled, initially, by two statutorily prescribed complementary presumptions, which are stated in terms of prima facie evidence.

- a. If the parents or court-appointed legal guardian of the student (without reference to the question of whether the student is a minor or an adult) are not domiciliaries (legal residents) of North Carolina, such fact shall constitute prima facie evidence that the student is not a domiciliary (legal resident) of North Carolina, and the student must assume the burden of rebutting the prima facie showing by producing evidence that he, independently, is in fact a domiciliary (legal resident) of North Carolina, in spite of the nonresidential status of his parents:
- b. Conversely, if the parents of the students are domiciliaries of North Carolina, such fact shall constitute prima facie evidence that the student is a domiciliary of North Carolina. If the Student has neither parents nor legal guardians, the prescribed concept of prima facie evidence cannot and does not apply.

MINORS. A minor is any person who has not reached the age of eighteen years. The domicile of a minor is that of the father. With a few exceptions noted below, this presumption is virtually irrefutable. If the father is deceased, the domicile of the minor is that of the surviving mother. If the parents are divorced or legally separated, the domicile of the minor is that of the parent having custody by virtue of a court order; or, if no custody has been granted by virtue of court order, the domicile of the minor is that of the parent with whom he lives, or, if the minor lives with neither parent, in the absence of a custody award, the domicile of the minor is presumed to remain that of the father. Even though a person is a minor, under certain circumstances the person may be treated by the law as being sufficiently independent from his parents as to enjoy a species of adulthood for legal purposes. The consequences, for present purposes, of such circumstances is that the affected person is presumed to be capable of

establishing a domicile independent of that of the parents; it remains for that person to demonstrate that a separate domicile in fact has been established. The circumstances recognized as having the potentially emancipating effect are:

- a. Marriage of the minor person:
- b. Parental disclaimer of entitlement to the minor's earnings and the minor's proclamation and actual experience of financial independence from his parents, with the actual establishment and maintenance of a separate and independent place of residence.

MARRIED WOMEN. The domicile of a wife is presumed to follow that of her husband; the converse is not presumed. The significance of the marital relationship is limited to use of the presumption that a woman who marries a North Carolina domiciliary becomes, by virtue of such marriage, a domiciliary of North Carolina. Under such circumstances, the wife still must maintain that status for a minimum period of twelve months before she is eligible to be classified as a resident for tuition purposes.

MILITARY PERSONNEL. The domicile of a person employed by the Federal Government is not necessarily affected by assignment in or reassignment out of North Carolina. Such a person may establish domicile for himself by the usual requirements of residential act plus intent. No person shall lose his in-state resident status by serving in the armed forces outside of the State of North Carolina.

PROPERTY AND TAXES. Ownership of property in or payment of taxes in the State of North Carolina apart from legal residence will not qualify one for the in-state tuition rate.

CHANGE OF STATUS. A student admitted to initial enrollment in an institution (or permitted to re-enroll following an absence from the institutional program which involved a formal withdrawal from enrollment) shall be classified by the admitting institution either as a resident or as a non-resident for tuition purposes prior to actual matriculation. A residential classification once assigned (and confirmed pursuant to any appellate process invoked) may be changed thereafter (with a corresponding change in billing rates) only at intervals corresponding with the established primary divisions of the academic calendar.

RESPONSIBILITY OF STUDENTS. Any student or prospective student in doubt concerning his residence status must bear the responsibility for securing a ruling by stating his case in writing to the admissions officer. The student who, due to subsequent

events, becomes eligible for a change in classification, whether from out-of-state to in-state or the reverse, has the responsibility of immediately informing the Office of Admissions of this circumstance in writing. Failure to give complete and correct information regarding residence constitutes grounds for disciplinary action.

APPEALS OF RULINGS OF ADMISSION OFFICERS. A student appeal of a classification decision made by an admissions officer shall be filed by the student with that officer in writing and shall be transmitted to the Residence Status Committee by that officer, who shall not vote in that Committee on the disposition of such appeal. The student shall be notified of the date set for consideration of the appeal and, on request of the student, he or she shall be afforded an opportunity to appear and be heard by the Committee. Any student desiring to appeal a decision of the Residence Status Committee shall give notice in writing of that fact within 10 days of receipt by the student of the decision of the Residence Committee, and the basis for such appeal, to the Chairman of the Residence Committee, and the Chairman shall promptly transmit the appeal to the State Residence Committee.

Regulations concerning the classification of students by residence for purposes of applicable tuition differentials, are set forth in detail in **A Manual to Assist the Public Higher Education Institutions of North Carolina in the Matter of Student Residence Classification for Tuition Purposes**. Each enrolled student is responsible for knowing the contents of this **Manual**, which is the controlling administrative statement of policy of this subject. Copies of the **Manual** are available on request in the Student Affairs Office.

FINANCIAL AID



GENERAL STATEMENT

Carteret Technical Institute participates in various financial aid programs. The purpose of the financial aid program is to provide assistance to students of exceptional financial need who without financial aid would be unable to pursue an education. Some of the basic areas of assistance are described below. For more detailed information see the separate publication, **Financial Aid at Carteret Technical Institute**, available from the Office of Student Affairs. All inquiries should be addressed to the Financial Aid Officer, Carteret Technical Institute, 3505 Arendell Street, Morehead City, North Carolina.

SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (SEOG)

The purpose of this program is to provide SEOG to students of exceptional financial need, who, for lack of financial means of their own or their families, would not be able to enter or enroll without such assistance. The SEOG program was established by Title IV, Part A, of the Higher Education Act of 1965 (Public Law 89-829). The maximum grant is \$1,000 and minimum grant is \$200. To be eligible for an SEOG a student must be: (1) a high school graduate or the equivalent; (2) a national of the United States, or in the United States for other than a temporary purpose and intending to become a permanent resident thereof; (3) a full-time student in either the degree or diploma program; (4) of exceptional financial need and unable to attend the Institute without such a grant; (5) capable of maintaining good standards in his course of study. The SEOG shall be made for the period required by the student to complete his course of study. In no event should such period exceed four academic years. The term academic year covers a period of three quarters.

BASIC EDUCATIONAL OPPORTUNITY GRANT (BEOG)

The Education Amendments of 1972 authorized a new program of financial aid, the Basic Educational Opportunity Grant. This program has been funded and it provides awards to students of up to a maximum of \$1,400 for each undergraduate year. However, the grant cannot exceed the need of the student nor can it be for more than 50 per cent of the actual costs of attendance at the institution the student has chosen. This grant program is in the process of great change. Contact Student Aid Office for the latest developments and award procedures.

VETERAN'S EDUCATIONAL ASSISTANCE

Carteret Technical Institute has been approved for the training of veterans. Veterans, widows, and children of deceased veterans who want to attend school under the U. S. Code 38, Chapters 31, 34, and 35 may be admitted to Carteret Technical Institute and approved to receive educational benefits provided they meet the requirements established by the Veterans Administration.

Full details concerning training programs may be obtained from the Veterans Affairs Coordinator, any Veterans Service Office or the Regional Office, Winston-Salem, North Carolina.

SOCIAL SECURITY

Students up to age 22 may be eligible for benefits from Social Security provided; (1) either the mother or father or both receive monthly disability or retirement benefits from Social Security; or (2) either parent is deceased and that person was fully insured by Social Security prior to death. In the event that these requirements are met by one enrolled as a full-time student, he should contact the nearest local Social Security Office for complete details.

VOCATIONAL REHABILITATION

Vocational Rehabilitation is a program operated through the Division of Vocational Rehabilitation in cooperation with the North Carolina Department of Public Instruction and the Federal Office of the Vocational Rehabilitation Administration. The Division finances such services as are necessary to enable a physically or mentally employable-handicapped person to become self-supporting. Financial assistance is available for training at Carteret Technical Institute for eligible handicapped persons. If a prospective student has a physical disability or is limited in his activity because of a disability, he should contact the Division of Vocational Rehabilitation.

COLLEGE FOUNDATION, INC.

Insured Student Loan Program

The insured student loan program is administered in North Carolina by the College Foundation, Inc., through the State Education Assistance Authority. Participating North Carolina banks and life insurance companies provide for the student loans and these are available to any North Carolina student under terms and conditions set by College Foundation. Loans cover educa-

tional expenses for one year including tuition, books, and activity fee plus any allowances for travel and living expenses. Residents of North Carolina enrolled full-time may borrow up to \$2,500 per academic year. To be eligible for this loan, a student must be: (1) a full-time student; (2) a legal resident of North Carolina; (3) in good standing at his chosen school.

COLLEGE WORK-STUDY PROGRAM

A number of eligible full-time students may be employed in the Work-Study Program. Work-Study students may be employed during the summer for a maximum of 40 hours per week if they are not enrolled during such period and plan to resume full-time studies the following quarter. Students work at the Institute and in various nonprofit agencies in the community.

JONES-AUSTIN VFW SCHOLARSHIP FUND

The Jones-Austin VFW Scholarship was established in October, 1972, by the Jones-Austin VFW Post in Beaufort.

Application Procedures

1. Submit an application for financial aid on forms provided by the Financial Aid Officer/Registrar.
2. An applicant should submit a letter requesting consideration for the scholarship and why the scholarship is needed.
3. Applications are renewable each quarter and awards will be made on a quarter-to-quarter basis.

Eligibility Requirements

1. Be a resident of Carteret County, North Carolina.
2. Have an established need for the scholarship and be eligible for financial assistance.
3. Be unable to obtain other grants.
4. Be accepted as a full-time student.
5. Have the academic potential to pursue the course of study for which application is made.
6. The Race, Color, and Sex of the recipient shall not be a determining factor in awarding the grant.

SCHOLARSHIPS WILL BE GIVEN FOR TUITION AND BOOKS ON A PER QUARTER BASIS.

FEDERAL NURSING STUDENT LOAN PROGRAM

The purpose of this program is to assist students to achieve careers in nursing by providing long-term, low-interest loans to help meet costs of education. Under this program, federal funds

are allocated to accredited schools of nursing education. The schools are responsible for selecting loan recipients and receive. Application for assistance under this program should be made to the school in which the student will be enrolled.

Students enrolled in a two-year nursing program on at least a half-time basis may borrow up to \$2,500 per academic year or the amount of their financial need, whichever is less. The total amount of a student's loan for all years of study may not exceed \$10,000.

Eligibility: Applicants for loans under this program must meet the following requirements:

1. Be a citizen or permanent resident of the United States.
2. Be enrolled or accepted for enrollment on at least a half-time basis in a course of study at a participating institution which will lead to an associate degree, baccalaureate degree (or equivalent), or graduate degree in nursing.
3. Demonstrate financial need by filing the appropriate financial statement required by the school to be attended.
4. Maintain satisfactory academic standing.

Terms of the Loan:

1. Repayment of these loans will normally commence nine months after a borrower ceases being at least half-time student in a nursing curriculum. Repayment is to be completed within a ten-year period; however, a minimum repayment requirement of \$15.00 per month may result in a shorter repayment period.
2. Repayment may be deferred if a borrower transfers to another school of nursing or reenters the same school of nursing for as long as the student is enrolled in a half-time course of study leading to a baccalaureate degree (or equivalent) in nursing.
3. Repayment may also be deferred for up to three years for active duty in the Armed Forces of the United States or for service as a volunteer in the Peace Corps. Repayment may be deferred up to five years for full-time study in pursuit of advanced professional training in nursing.
4. Up to 85 per cent of a borrower's loan (principal and interest) may be canceled for three years of employment as a professional nurse in an area determined by the Secretary of the Department of Health, Education, and Welfare to have a shortage of nurses. This type of cancellation requires the borrower to enter into an agreement with HEW to serve a minimum of two years in an area where a shortage of nurses exists. Cancellation will be at the rate of 30 percent per year for the

first two years and 25 per cent for the third year of service if such employment continues beyond the minimum two-year period.

TRUSTEE'S STUDENT LOAN FUND

Guidelines for Implementation of Student Loan Fund

The student must demonstrate a financial need to the Dean of Student Affairs and Financial Aid Officer/Registrar and the borrower must be a full-time student.

A maximum of \$60.00 will be loaned per student, per quarter. All loan money must be credited for tuition, books, and supplies only. No interest will be charged for this loan provided it is repaid during the quarter in which the money was borrowed. Subsequent quarters a 9% annual interest rate will be charged.

The borrower will not be allowed to register for the next quarter if the loan has not been paid in full. No transcript will be released from the Institute until the loan and interest has been repaid. All approval for loans shall be through the Financial Aid Officer/Registrar to the Dean of Student Affairs and forwarded to the Business Manager for transaction. No loans will be approved until a promissory note has been signed by the borrower and one other person as surety.

Administration of the loans shall be the responsibility of the Financial Aid Officer/Registrar. The Business Office shall be responsible for crediting student's account and all collections.

Contact the Financial Aid Officer for further scholarship information.

OTHER FINANCIAL AID PROGRAMS

Carteret Technical Institute has other scholarships available through clubs, organizations, businesses, and individuals. Generally, these scholarships cover the cost of tuition or tuition, fees, and books for an academic year. Additional information concerning local scholarship funds should be directed to the Financial Aid Officer at the Institute.

STUDENT SERVICES



STUDENT SERVICES

COUNSELING

Carteret Technical Institute places a high priority on the professional services offered by its trained counselors. Competency in the counseling of students concerning their educational, vocational, and personal needs is accepted as a major area of responsibility of the institution. All who come through the "open-door" have an inherent expectation of receiving assistance from a well-trained and concerned individual.

The counseling staff provides specific services in the areas of recruiting, testing, placement, orientation, advising, job placement, and follow-up. Students in the Evening School will be served by the counseling staff on a regular basis four nights per week.

ORIENTATION

Orientation is a continuing process throughout a student's enrollment at the Institute.

Each student receives admissions information and counseling during the admissions process to enable him to make a wise decision in his choice of study, as indicated by identified needs, interests, and abilities. Group orientation sessions are conducted for all new students to introduce representatives of the administration, student government, and faculty.

Orientation is utilized to explain the Institute policies, regulations, facilities, and services.

FACULTY ADVISORS

In addition to the counseling and advising services offered by the Department of Student Affairs, all faculty members serve as advisors to enrolled students. At the time of initial enrollment, each student is assigned a faculty advisor in his major curriculum area. The advisor assists the student in planning his program and is available throughout the student's enrollment to offer advice and assistance. The students are encouraged to consult regularly with their faculty advisor.

Each student has full responsibility for keeping record of his progress in his program of study. This includes being aware of the grade point average, course failures, courses repeated, and the requirements he must meet for graduation. Similarly, faculty advisors are required to maintain adequate records for each advisee.

EDUCATIONAL PLACEMENT

A large number of the applicants will have made a choice of program before making application for enrollment. At the same time, some of these and a number of the other applicants may require placement assistance in meeting entrance requirements, particularly those applicants who need G.E.D., preparatory and/or developmental courses.

Applicants are encouraged to have an interview with a counselor at the time they make application for enrollment at the Institute. Later, when the necessary information is acquired, a pre-admission interview is held to assist the applicant in choosing the program for which it appears he is best suited. At this time the counselor makes use of the Otis-Lennon Mental Ability Test, the Differential Aptitude Tests, the Kuder Interest Inventory, high school transcript, the applicant's experiences, personal interests, and any other pertinent information available about the individual.

When an applicant appears deficient in a subject area, he may be advised to enroll in preparatory or developmental courses to alleviate these deficiencies prior to and/or while enrolled in his regular course of study.

Should a student not meet with success in his original choice of program, continued assistance by a counselor will be rendered to help him in choosing an alternate program of study.

When prospective students inquire about programs which are not offered at Carteret Technical Institute, the counselor, in keeping with the philosophy of helping all our citizens, will provide the necessary educational and occupational information and assist him in locating an institution that offers the program he is seeking.

Three areas of concern which may be instrumental in properly placing students in programs are: (1) placement tests; (2) proficiency examination credit; and (3) transcripts of previous educational experiences.

OCCUPATIONAL PLACEMENT

Carteret Technical Institute offers job placement service for assisting students needing employment while enrolled at the Institute, on terminating their enrollment early, and/or graduation.

A member of the student services staff maintains a current listing of full-time and part-time job opportunities which have been made known to the department.

A student services staff member also works with the staff at the local employment office in an effort to assist students in obtaining employment.

The staff also works with Vocational Rehabilitation Counselors in placing students who have special problems, physical or mental, that handicap them in competing for employment.

When students request job placement assistance, their training and work experience is evaluated and they are referred to employers when their qualifications meet the job requirements.

Instances when no employment opportunities exist, the staff member may contact employers in an effort to assist individual students to locate positions for which they are qualified.

STUDENT HEALTH SERVICES

Carteret Technical Institute being a commuter institute where the student resides at home, maintains no health facilities other than first aid equipment. The responsibility for medical services rests with the student and his parents or guardian.

First aid kits are located in the Student Affairs Office and in the shop areas for student use in treating minor injuries. All injuries, however minor, must be reported to the instructor. If the case requires more attention than first aid, the instructor will make a report to the Student Affairs Office. They will make provisions for the injured to be transported to local physicians or to the emergency room of the local hospital which is located across the street from the Institute.

Students are encouraged to carry accident insurance. A student may purchase insurance to cover accidents associated with school activities at a minimum cost each year. This group insurance coverage is for an entire school year. It is highly recommended that all students take advantage of this coverage. The insurance is optional and students can purchase this coverage by making payment in the Business Office at the beginning of each quarter. Students who do not purchase the insurance offered must sign a waiver releasing the Institute of any responsibility for injuries on campus or for school related activities.

STUDENT HOUSING

Carteret Technical Institute does not have dormitory or boarding facilities. Although the Student Affairs Office assumes no direct responsibility in securing housing for those students not living at home, members of that department will assist students in locating suitable accommodations in the community.

STUDENT LOUNGE

The Institute provides a student lounge for the convenience of students. Included in the lounge is a snack area for sandwiches, candies, and soft drinks. Tables and chairs are provided so that students can relax during class breaks.

ATHLETICS

The Institute provides the opportunity for students to develop and participate in an athletic program. Funds are available to sponsor a team in any sport where there is sufficient interest to institute a program. Teams have been fielded in basketball in the past with teams participating both in intercollegiate and intramural programs.

STUDENT GOVERNMENT ASSOCIATION

The purpose of the Student Government Association at Carteret Technical Institute is to promote the general welfare of students, to foster a spirit of democracy and unity in all student activities, to better school-community relations, and to stimulate student participation in all phases of school functions.

All full-time students at the Institute are members of the Student Government Association. The Representative Assembly is composed of elected representatives from each curriculum. Officers of the Association are elected in the Fall Quarter by the student body at large.

The Constitution of the Student Government Association is printed in the **Student Handbook**. Each student should be thoroughly familiar with the Constitution and the **Student Handbook**.

STUDENT ORGANIZATIONS

Carteret Technical Institute makes every effort to surround students with activities and services conducive to intellectual growth and worthwhile use of leisure time. This is done to promote the general welfare of students, to foster a spirit of democracy and unity in all student activities, to better school-community relations and to stimulate student participation in the above activities. In return, the student is expected to follow the established policies and devote his efforts to his personal improvement and the good of the institution.

The procedures for establishing student organizations are as follows:

1. Present a proposal to the representative of the Student Government Association. This proposal should include the following:

- A. Purpose, goals, and objectives of the proposed organization.
 - B. Membership requirements including non-discriminatory statement.
 - C. Internal structure of the proposed organization.
 - D. Tentative budget projected for one year of operation.
 - E. Evidence of the willingness of a faculty member to serve as an advisor to the organization.
2. The Student Government Association will consider this proposal, and make their recommendations to the Student Government Advisor who will present these recommendations to the Student Affairs Committee for final consideration.
 3. An annual evaluation will be conducted by representatives of the Student Affairs Committee.

THE LEARNING RESOURCES CENTER

The Learning Resources Center is comprised of three areas: (1) The Library Area; (2) The Media Area; and (3) The Guided Studies Area. The library has over 11,000 books and it subscribes to more than 125 magazines and six newspapers. The media area has the equipment and the audiovisual materials to support the curriculum programs and the use of the students.

Guided Studies, which is a combination of the Learning Laboratory and Developmental Studies, is an individualized instructional center that utilizes a systems approach to learning.

The staff includes a director and instructors. There are no formal classes. A realistic schedule is worked out with each student who proceeds at his own pace. Guidance and counseling are provided as needed.

Subjects offered include reading, English, French, German, Spanish, spelling, science, social studies, and mathematics. A choice of instructional media-kits of individualized materials, tapes, filmstrips, teaching machines, etc., is available.

A leaflet entitled "Learning Laboratory" gives a brief overview of the facilities and offerings at Carteret Technical Institute and a paper-bound book of 94 pages entitled "Learning Laboratories", by Teachey and Carter, describes the philosophy, procedures, and methods of programmed learning; it is oriented especially to programs in North Carolina. A copy of this book is available at the Learning Resources Center.

The General Education Development (GED) is given once every month at Carteret Technical Institute by the Director of Guided Studies. To meet the requirements for the GED test, a person must be eighteen years of age and out of school for six

months. He must be a current resident of North Carolina (Service personnel assigned to a military base in North Carolina are considered residents).

A person must have a standard score of 35 on each of the five tests and an average standard score of 45 or a total of 225 on all five tests.

If a person has to be retested, he may retake part or all of the battery of tests after a period of six months from the date the tests were first taken.

When a person has successfully completed the GED test, he will receive a high school equivalency diploma.

There are facilities for individual and group programmed study in all areas of the Learning Resources Center.

The center is located in spacious and well-lighted quarters designed to offer the best facilities for group and individual enrichment. Books and related media are available for each program offered at the institute with additional general interest and reference materials.

Professionally trained personnel, clerical staff, and student assistants are available to help the students and faculty receive the greatest benefits from the Learning Resources Center. The center is open from 8:00 a.m. to 9:30 p.m. Monday through Thursday and from 8:00 a.m. to 3:30 p.m. on Friday.

It is recommended that all students familiarize themselves with the rules and regulations of this area. These rules are found in the LRC Handbook available in the Learning Resources Center.

FREE TUTORIAL ASSISTANCE FOR THE DISADVANTAGED & HANDICAPPED

Through special grants for Federal and State sources, the Institute sponsors tutorial assistance, free of charge to handicapped and economically disadvantaged individuals who establish a need for this service. Individuals interested in such assistance should contact either the Office of Student Affairs or the Disadvantaged/Handicapped Coordinator at the Institute.

VETERANS AFFAIRS

Veterans are invited to take advantage of the guidance services and educational programs offered by the Institute. All programs, with the exception of certificate programs, are approved for veterans education benefits. Carteret Technical Institute co-operates with the Veterans Administration in assisting veterans. Wives and children of disabled or deceased veterans may receive assistance in payment of tuition and fees. For information and

application forms, students should contact their county Veteran Service Office.

Veterans receive educational benefits on the following basis:

Technical Courses—Credit Hours Per Week

Vocational Courses—Credit & Contact Hours Per Week

General Equivalency Certificate Program—

Contact Hours Per Week

Certification Requirements:

	Credit Hrs.	Contact Hrs.	Gen. Equiv. Prog. Contact Hrs.
Full-Time	12 or more	22 or more	25
Three-Quarter	9-11	16-21	18-24
Half-Time	6-8	11-15	12-17
Less than Half-Time—Tuition costs and fees only			

GENERAL EQUIVALENCY CERTIFICATE PROGRAM

An eligible veteran enrolled in and pursuing a postsecondary course of education on a half-time or more basis, who, because of deficiency in a subject, requires individualized tutorial assistance so that he may continue to pursue an approved program at an education institution, may receive individual tutorial services at no cost to the student.

CAMPUS REGULATIONS



CAMPUS REGULATIONS

PARKING REGULATIONS

Parking areas for visitors, for faculty and staff, and for students will be designated. Any undesignated parking area shall be construed as general parking. Every "no parking" area is a **tow area**.

Parking stickers will be provided full-time staff, part-time staff, and Board members. These individuals will be allowed to park in the reserved parking areas. Parking, however, will be allotted on a first-come, first-served basis. **Cars without parking stickers parked in a reserved area will be towed away.**

During evenings of Board meetings, reserved parking shall be specifically allotted for members of the Board. A staff member shall be on hand in the reserve lot to ensure that this regulation is enforced. During the work day, parking for Board members shall be provided in the reserve lot on a first-come, first-served basis.

These regulations apply both day and night from 8:00 a.m. until 10:00 p.m. The Institute president may suspend such regulations after 4:30 p.m. for special occasions as long as he shall give 24 hours written notice of such suspension. The suspension shall be for a designated evening only.

All illegally parked vehicles will be towed away at the owner's expense or the wheels of said vehicle shall be locked. The charges for removal of the wheel lock shall be \$5.00 for each occurrence.

SMOKING

Smoking is permitted in the student lounge, halls, and on campus but is prohibited in the classrooms, shops, and laboratories. Ash trays and receptacles are provided in those parts of the building where smoking is allowed, and students are expected to make use of those receptacles.

LITTER

Food and soft drinks are allowed only in the student lounge and the Cosmetology Department. Students are expected to leave these areas clean and to dispose of other litter in the wastebaskets throughout the building.

DRESS

Students are expected to dress appropriately for all occasions.

STUDENT CONDUCT

Students are expected to display the qualities of courtesy, respect, and integrity that characterize the behavior of mature individuals and to abide by the rules and regulations established by the Institution. The violation of certain regulations will be considered a serious offense and may subject the student to disciplinary measures up to and including dismissal. Complete explanations of these regulations, along with procedures to be followed in disciplinary action and procedures to be followed by students wishing to appeal such action are set out in the **Student Handbook**.

CONTINUING EDUCATION



CONTINUING EDUCATION PROGRAMS

GENERAL INFORMATION

Division Objective

An important objective of Carteret Technical Institute is to provide general education opportunities for the adults of Carteret County. The Institute offers a variety of courses on a continual basis. These courses are for upgrading, skill improvement, high school completion, or personal interest. Additional information concerning any program in this section may be obtained by contacting the Division of Continuing Education.

Admission

Any adult is eligible to attend adult classes offered by the school on campus or at any of the several adult education classroom-areas used by the Institute.

Any student admitted to class must have reached his eighteenth birthday, or his regular public school class must have graduated.

Individuals having special high school education needs who do not meet the above admission requirements may be assisted by special agreement between local school officials and the administration of Carteret Technical Institute.

Class Locations

Many adult education classes are held away from the Institute campus in areas where suitable quarters can be arranged and student interest justifies the class. In the past, classes have been held in Carteret County Schools, industries, community centers, and churches. There is no reason why a class cannot be taught in any location where suitable quarters exist, attendance is sufficient, and a qualified instructor is available.

Schedules

Continuing Education classes are scheduled when a need for the class is established, space exists to teach the class, and an instructor is available. The programs, therefore, do not begin and conclude on a quarterly schedule as do the curriculum programs.

The Institute releases advance information to various newspapers and radio stations about new classes. With this publicity, and by other means, the Institute makes it known to the public that a class is about to begin.

Classes in any subject can be arranged upon request in most cases. The Division of Continuing Education also maintains a

“Record of Inquiry” in which a list is kept of the names and addresses of people who express interest in a course or courses. This “Record of Inquiry” is one of the tools used in determining the schedule of the Continuing Education Division; however, other survey methods will be used in determining the educational needs and interests of the public, and results of these surveys will also influence class scheduling.

Fees

A \$5.00 registration will be charged for most Continuing Education classes. This fee is due and payable at the first class session. Textbooks, when required, may be bought through the Institute.

Attendance

Adults are expected to attend class regularly. Attendance records are maintained by class instructors.

Regular attendance helps maintain continuity in the classroom work, justifies the existence of the class, and assures the student of accomplishment impossible with excessive absences.

Certificates

Certificates are awarded students meeting requirements for the classes and programs for adults. The Division uses the Continuing Education Unit as the method of recording the value of non-curriculum courses.

Program Descriptions

The Continuing Education Division offers an increasing variety of courses and programs.

The continuing development of adult programs is based upon the community's particular and varied needs in areas of formal academic learning, cultural advancement, vocational improvement, and creative personal interest.

Accordingly, academic courses range from adult literacy training through high school certificate preparation and other preparatory courses.

Non-credit courses, workshops, and study groups in human relations, life problems, and social action are available according to interest and demand, as are programs in art, arts and crafts, drama, and music.

SPECIFIC PROGRAM AREAS

GENERAL EXTENSION

Program Objective

The extension division of the Institute proposes to offer those types of courses to prepare individuals for employment or to upgrade workers already employed. The division also serves area industries and public agencies by providing training for their employees. It is also the division's goal to provide general interest courses for the service area provided that such requests fall within the statutory responsibility of the Institute.

Admission Requirements

Generally speaking, any individual who is 18 years of age or whose high school class has graduated is eligible for admission to extension classes; applicants are usually admitted on the first-come, first-served basis. Some classes may have specific admission requirements. In such cases, the Director of Continuing Education programs will inform applicants of these requirements.

Expenses

Most extension courses require a \$5.00 registration fee which should be paid at the first class session. In the special cases where registration fees are waived, students will be so informed.

Examples of Extension Courses Offered

Supervisory Development	Wood Carving
Net Making	Cabinet Making
Basic Sewing	Nursing Aid
Introduction to Law Enforcement	Quilting
Fire Service Training	Navigation
First Aid	Creative Sewing with Knits
Pre-natal Care	Decorative Painting
Firearms Training	Ceramics
Metric System	Pen and Ink
Stocks and Bonds	Millinery
Drug Abuse	Needle Arts
Pilot's Ground School	Breathalyzer Training
Real Estate	Horticulture
Emergency Medical Services	Pottery

ADULT BASIC EDUCATION

Program Objective

Adult Basic Education is a program designed with one major objective—to assist adults who wish to improve their skills in

oral and written communication, arithmetic, basic science, and social studies. Classes meet where there is sufficient number of interested adults.

Materials are provided by the Institute. All materials used have been especially prepared with emphasis on individual needs and interests. Instruction is individualized. The teacher and the student attempt to determine where the student is and where he wants to go. Instruction in Level I (Adult Basic Education) is intended for the individual who has not achieved an eighth grade level of reading ability. At this level much emphasis is placed on arithmetic and the social living skills.

Admissions Requirements

Adult Basic Education is offered to any adult who has reached the age of eighteen (18), is not enrolled in the public schools, and who desires to acquire the basic skills of reading, writing, and arithmetic.

Fees.

There are no student fees associated with this program.

HUMAN RESOURCES DEVELOPMENT

Program Objective

The primary objective of this program is to provide pre-vocational and literacy training to the disadvantaged, the unemployed, and the underemployed.

Instruction in the program allows the trainee to improve in oral and written communications, mathematics, basic science, and social studies. The curriculum is in a continuous state of modification through use and generally consists of related substance such as visits to plant sites, lectures from management, training in job related areas, and behaviorial training.

This program is a joint effort between the U. S. Department of Labor, the North Carolina Employment Security Commission, the N. C. Department of Community Colleges, and Carteret Technical Institute.

Admission Requirements

Students must: (1) be 18 years old; (2) be classified as either disadvantaged, unemployed, or underemployed; and (3) be able to accept employment or continue one's education at the termination of the program.

Fees

There are no student fees associated with this program.

TRAINING FOR NEW AND EXPANDING INDUSTRIES

Program Objective

One of the basic objectives of this program is to stimulate the creation of more challenging and rewarding jobs for the people of this area by providing a customized training service to new and expanding industries.

Subject to only minimal limitations, this institute in cooperation with the Industrial Services Division of the State Department of Community Colleges will design and administer a special program for training the production manpower required by any new or expanding industry creating new job opportunities in North Carolina.

This program includes the following services:

1. Consultation in determining job descriptions, defining areas of training, and in prescribing appropriate course outlines, training schedules, and materials.
2. Selecting and training of instructors. These instructors may be recruited from the company and from outside sources.
3. Payment of instructor's wages for the duration of the training program.
4. Provision of suitable space for a temporary training facility prior to the completion of the new plant, should such temporary space be required. This may be space with another Technical Institute or Community College or leased space in the community.
5. Assumption of installation costs of equipment in the temporary training facility.
6. Payment for one-half the cost of nonsalvageable materials expended in the training program.

The purpose of this service is to help a new or expanding industry to meet its immediate manpower needs and to encourage each industry to develop a long-range training program of its own to satisfy its continuing replacement and retraining needs.

For further details of this service, please contact the Director of Continuing Education, Carteret Technical Institute, or the Director, Industrial Services Division, North Carolina Department of Community Colleges, Raleigh, North Carolina.

Admission Requirements

Admission requirements are established by the program designed for the specific industry.

Fees

There are no student fees associated with this program.

COOPERATIVE EDUCATION



COOPERATIVE EDUCATION PROGRAM

Cooperative Education is a career development concept which engages employers in an educational partnership with the school. Students enter this program as an integral part of their education, experiencing a blend of actual on-the-job work and related classroom study, giving them a complete picture of their chosen career.

Eligibility

Student eligibility pertains not only to enrollment but also to remaining in the program. The requirements are:

1. That his academic grade point average be 2.0 overall, and for the last quarter; that he not be on probation; that repeated withdrawals or incompletes not be evident; that he not demonstrate weakness in subjects critical to his prospective co-op training program.
2. That he be enrolled in a degree, diploma, or certificate granting program at CTI.
3. That he commit himself to satisfactory completion of the prescribed number of co-op work terms.
4. That he be physically and temperamentally capable of participating with advantage to himself and without disadvantage to the program; that he display attitudes and behavior indicative of success as a member of the Co-op team effort.

Application for enrollment is optional with the student. Eligibility standards make it clear that enrollment, placement, and continuation in the program are selective on the part of the Institute.

Co-Op Work Experience Plans

At CTI, there are four different Co-Op plans available to provide the broadest possible range of student and employer needs.

The Alternating Plan—You work full-time every other term, until graduation in a position related to your major field of interest.

The Internship Plan—You work full-time for a single term (usually the summer term) in a position related to your major field of interest.

The Parallel Plan—You work part-time year around in a position related to your major field of interest.

Registration and Fee Payment

Registration for each co-op work term is mandatory whether there is credit attached or not.

Co-ops on campus must register for a work term approaching on a special registration form requiring the Co-Op Director's

signature. The Director is the instructor with respect to registration, handling of class rolls, and grades. **This form is available only in the Co-op office.** The use of this form eliminates many problems for co-ops and permits fee payment before leaving campus for work assignment.

Students at work will be mailed the addendum to the course offering booklet as soon as it is available. Prompt response to the Co-op office is as instructed for each registration will allow the staff to pre-register you.

The process of registration and fee payment for co-ops is complicated and difficult. We cannot overemphasize the importance of promptly complying with instructions from the Co-op Office, especially as the situation seems to change nearly every term.

The Co-op Office is not permitted to handle fee payments. The Institution is not authorized to waive penalties for late registration or late payment of fees. The Co-op staff cannot plead your case.

Courses of Instruction

The courses of instruction offered by the Cooperative Education Department are as follows:

COE 100—Cooperative Education Seminar—A seminar which should be taken by every co-op student during the quarter immediately preceding the first work assignment. This course is designed to prepare the student for entry into the Cooperative Program and to acquaint him with his responsibilities to the Institute and his employer. Credit—1—Quarter hour

COE 201—Work Experience I*

COE 202—Work Experience II, etc.*

*See the Cooperative Handbook for details.

Academic Credit

Credit hours for a Cooperative work experience are determined by dividing the average number of hours per week, during a regular eleven week quarter, by 10 and rounding to the nearest whole number. A student may receive a maximum of four credit hours during any one quarter and a maximum of eight credit hours toward degree or diploma requirements.

How to Apply

You should obtain an "application for Co-Operative Education" from the Co-Op office in the Marine Technology Building on the West Campus. A Coordinator will review your completed application and conduct an in-depth interview with you regarding your career interests and possible co-op assignments. The Cooperative

Education Department will be responsible for locating an appropriate training position. The Co-Op office may approve employment already held by a student, if it meets program requirements.

Transfer of Credit

The policy of most four-year institutions is individualized, therefore, no general policy of acceptance can be stated. The Co-operative Education Office at Carteret Technical Institute continues to work with other two-year institutions in promoting the transferability of this credit to senior institutions in North Carolina.

Specific questions about transferability of Co-op credit within the North Carolina system should be directed to the Co-op office.

GENERAL EDUCATION PROGRAM



GENERAL EDUCATION PROGRAM

GENERAL STATEMENT

Through the cooperation of Carteret Technical Institute, the Division of Continuing Education of East Carolina University offers a program of freshman-sophomore general education on the campus of the Institute. Through day and evening classes conducted by East Carolina University faculty members (some of whom also teach for CTI), citizens of Carteret County and surrounding areas may complete general-education courses by enrolling on a full-time or part-time basis. Credit earned in this program is classified as resident credit, the same as that earned on the ECU campus in Greenville.

ADMISSION REQUIREMENTS

The minimum admission requirements for this program are either an acceptable high school diploma or the High School Equivalency Certificate (G.E.D.). (G.E.D. tests may be taken at the Institute. Those persons who have not completed high school and who wish to take these tests should contact the Director of the Learning Resources Center). Recent high school graduates must provide College Entrance Examination Board (S.A.T.) scores, reported directly from Educational Testing Service. Applications for the S.A.T. can be obtained from high school guidance counselors or from the Office of Student Affairs at the Institute.

ADMISSION PROCEDURES

All official transcripts and applications should be forwarded to the Office of Student Affairs, Carteret Technical Institute, 3505 Arendell Street, Morehead City, N. C. 28557, after the following procedures have been fulfilled.

- A. Students entering on the basis of a high school diploma should:
 1. Submit an application for admission.
 2. Submit a transcript of the high school record or a copy of the G.E.D. certificate. (Individuals entering on the basis of the G.E.D. certificate must also submit a transcript of that portion of high school work completed).
- B. Transfer students from other colleges or universities must have a "C" average and must be eligible to return to the last institution in which they were enrolled. Students desiring to transfer should:
 1. Submit an application for admission.

2. Submit a high school transcript or G.E.D. certificate. (Individuals entering on the basis of the G.E.D. certificate must also submit a transcript of that portion of high school work completed).
 3. Submit an official transcript from all colleges previously attended.
- C. Admission of former East Carolina University campus students:
1. Students who have previously attended East Carolina University in Greenville during the regular academic year (fall and spring) must be eligible to return. (In this regard, a form entitled "Permission To Take Courses Through The Division of Continuing Education" must be submitted to the Division of Continuing Education via the ECU coordinator upon registration).
 2. Such students must submit an application for admission, but no transcript will be required unless such students have attended other colleges or universities since their last enrollment on the Greenville campus.
 3. Students who have attended summer sessions on a provisional basis on the Greenville campus may also apply; their applications will be considered on the basis of their performance in summer sessions.

REQUIREMENTS FOR STUDENTS PLANNING TO TRANSFER TO THE CAMPUS PROGRAM

Beginning students must meet the following requirements in order to transfer to the East Carolina University campus (Greenville) on the basis of general-education credits earned at Carteret Technical Institute:

1. They must have earned a minimum of 30 semester (45 quarter) hours of credit.
2. They must have maintained a "C" (2.0) average in all college credit attempted.
3. They must have removed any admission deficiency.
4. They must submit an application for campus transfer to the Dean of Admissions of East Carolina University.

TRANSFER OF CREDITS TO OTHER INSTITUTIONS

Credits received through the Carteret Technical Institute/East Carolina University Program are transferable to any college or university that accepts transfers from East Carolina Uni-

versity. Students who wish to transfer to another institution should contact in writing the Records Supervisor, Division of Continuing Education, Box 2727, East Carolina University, Greenville, N. C. 27834, to request forwarding of official transcripts.

CURRICULUM

Students who plan to complete their undergraduate degrees at East Carolina University should consult the **East Carolina University Undergraduate Catalog** (available from the ECU coordinator or the CTI library reserve shelf) for complete information concerning degree requirements.

All candidates for baccalaureate degrees must meet the general-education requirements listed below and all requirement of their major or major/minor programs, including specific cognate and supportive courses.

English	6 sem. hrs.
Library Science (Given only on the Greenville campus)	1 sem. hr.
Science	8 sem. hrs.
Social Sciences (Social Science majors must meet their requirements outside their major fields. Otherwise, courses must be chosen from at least three of the dis- ciplines listed in detail below).	13 sem. hrs.
Mathematics (Three hours of mathematics at least equivalent to Mathematics 1065, or three hours of logic).	3 sem. hrs.
Humanities and Fine Arts (Humanities and Fine Arts majors must meet their requirements outside their major fields. Otherwise, at least one course in Human- ities and one in Fine Arts must be chosen from the disciplines listed in detail be- low).	10 sem. hrs.
Health and Physical Education (Veterans receive credit for this requirement upon transfer to the Greenville campus).	3 sem. hrs.

TOT. OF MINIMUM-REQUIREMENT HRS. 44 sem. hrs.

1. East Carolina University shifted from the quarter to the semester system in fall of 1977. The ECU Program at CTI will continue to be offered on a quarter basis, utilizing semester-credit courses. (For conversion purposes: 2 semester hours equal 3 quarter hours, 3 semester hours equal 4.5 quarter hours, and so on).

2. A total of approximately 93 semester hours of credit may be earned in the CTI/ECU Program as it is presently constituted.

3. All candidates for the B.A. degree must complete a foreign language through level 4 as part of their general-education requirements. The number of required credits for a major shall not be less than 30 or more than 36 semester hours. The number of required credits for a minor shall not be less than 24 or more than 30 semester hours.

GENERAL EDUCATION COURSES OFFERED AT CARTERET TECHNICAL INSTITUTE

English

English 001R (Remedial English; attendance determined by pretesting)	0 sem. hrs. (4 cont. hrs.)
English 1100 (Freshman Composition I; formerly ENGL 030)	3 sem. hrs.
English 1200 (Freshman Composition II; formerly ENGL 031)	3 sem. hrs.

Science

Biology 1050 & 1051 (Principles of Biology & Lab; formerly BIOL 070 and BIOL 071 and labs)	4 sem. hrs.
Biol 1060 & 1061 (Perspectives in Biology & Lab; formerly BIOL 090 & BIOL 095 & Lab)	5 sem. hrs.
Geology 1500 & 1501 (Physical Geology & Lab; formerly GEOL 104 & Lab)	4 sem. hrs.
Geology 1600 & 1601 (Historical Geology & Lab; formerly GEOL 104 & Lab)	4 sem. hrs.
Geology 3600 (Oceanography; formerly GEOL 225)	2 sem. hrs.

Social Sciences

Anthropology 1000 (Introduction to Anthropology; formerly ANTH 121 and ANTH 122)	3 sem. hrs.
Geography 1000 (Earth and Man; formerly GEOL 015)	3 sem. hrs.
History 1050 (American History to 1877; formerly HIST 050)	3 sem. hrs.
Political Science 1010 (National Government; formerly POLS 010)	3 sem. hrs.
Psychology 1050 (General Psychology I; formerly PSYC 050)	2 sem. hrs.
Psychology 1051 (General Psychology II; formerly PSYC 051)	2 sem. hrs.
Psychology 3201 (Psychology of Childhood; formerly PSYC 201)	3 sem. hrs.
Psychology 3275 (Psychology of Adjustment; formerly PSYC 218 and PSYC 275) (May be given in lieu of PSYC 3201)	3 sem. hrs.
Sociology 2110 (Introduction to Sociology; formerly SOCI 110)	3 sem. hrs.

Mathematics

Mathematics 0045 (General College Mathematics; a deficiency course; attendance determined by pretesting; formerly MATH 045)	3 sem. hrs.
Mathematics 1063 (College Algebra; formerly MATH 063 and MATH 064)	3 sem. hrs.

Mathematics 1065 (College Algebra; formerly MATH 3 sem. hrs. 065)

*Credit for this course may be given by other institutions in transfer, but MATH 0045 does not satisfy the ECU general-education mathematics requirement.

**Mathematics 1063 meets approximately seven hours a week, Mathematics 1065 four-and-a-half hours.

Humanities

English 2100 (Major British Writers; formerly ENGL 3 sem. hrs. 140 and ENGL 160)

English 2200 (Major American Writers; formerly ENGL 3 sem. hrs. 170)

Philosophy 1171 (Man and the State; formerly PHIL 3 sem. hrs. 182)

Philosophy 2310 (Ancient Philosophy; formerly PHIL 3 sem. hrs. 103)

Fine Arts

Art 1910 (Art Appreciation; formerly ART 117) 2 sem. hrs.

Music 2208 (Music Appreciation; formerly MUSI 120) 2 sem. hrs.

Speech 2001 (Voice and Diction; formerly SPCH 119) 2 sem. hrs.

Speech 3004 (Public Speaking; formerly SPCH 217) 2 sem. hrs.

Health and Physical Education

Health 1000 (Health in Modern Society; formerly HLTH 2 sem. hrs. 012)

Foreign Language

Spanish 1001 (Elementary Spanish I; formerly SPAN 3 sem. hrs. 001)

Spanish 1002 (Elementary Spanish II; formerly SPAN 3 sem. hrs. 002)

Spanish 1003 (Intermediate Spanish I; formerly SPAN 3 sem. hrs. 003)

TUITION AND FEES

Tuition is \$39.00 per quarter for in-state residents enrolled for 12 or more quarter (8 or more semester) hours, and \$3.25 per quarter hour for such students enrolled for fewer than 12 quarter (8 semester) hours. Tuition is \$198.00 per quarter for out-of-state students enrolled for 12 or more quarter (8 or more semester) hours, and \$16.50 per quarter for such students enrolled for fewer than 12 quarter (8 semester) hours. A \$3.00 activity fee is assessed per quarter for students enrolled for 12 or more quarter (8 or more semester) hours.

REGISTRATION

Registration is held at the Institute on a specified day (or days) at the beginning of each quarter. Pre-registration is held several weeks earlier for the convenience of students currently enrolled. No registration is permitted after the "Last Day To Register" listed on the announcement of courses to be offered in

the new quarter. There is a \$5.00 late-registration fee for those who do not register on the official registration day (or days).

AUDITORS

Auditors (persons wishing to attend classes without earning credit) must register for classes on a space-available basis. Auditors must pay the same fee as students who register for credit. Persons must decide at the time of registration whether they wish to audit or to enroll for credit; changes of status cannot be made after the end of the registration period. Auditors are not permitted to receive grades or to participate in the class. **A course that has been audited may not be taken at a later date for credit.**

WITHDRAWALS

A student may withdraw from a course (or courses) without academic penalty during the first 20 class days of the quarter. A student wishing to withdraw during this period must submit a form, available from the ECU coordinator, to the Division of Continuing Education in Greenville. He or she must also complete a standard Drop-Add form for local administrative purposes. Withdrawal **after** the first 20 days of the quarter will be permitted for only the most compelling personal reasons. The proper procedure for requesting emergency withdrawal after the first 20 days of the quarter is outlined in the Division of Continuing Education **General Education Bulletin** and in the "Fact Sheet" posted throughout the quarter and available to students on a loan-request basis. **Failure to comply with the proper withdrawal procedures will result in failing grades for the courses in question.**

COURSE LOAD

The maximum course load for students in the ECU Program is 12 semester-credit hours per quarter. Exceptions to this maximum are made only with permission of the ECU coordinator, and only for students with a "B" average or better.

GRADES AND SCHOLARSHIP

A quality-point system based upon all hours attempted at East Carolina University is used to calculate all student scholarship standing. The grades "A," "B," "C," "D," "F," and "I" are used by the University. "A" is the highest grade given, "D" is the lowest passing grade, and "F" is a failing grade. The grade of "I" (Incomplete) is given for a deficiency in **quantity**, not in quality, of work, and such grades are given only when a student has valid

reasons for failure to complete required course work by the end of the quarter. An Incomplete must be removed during the next quarter in which the student is enrolled, or it becomes a failure ("F") automatically. Incompletes must be removed and reported to the Records Supervisor of the Division of Continuing Education in Greenville at least two weeks prior to the end of the quarter. If the student does not return to school, the Incomplete must be removed within one year or it automatically becomes an "F". An Incomplete may not be removed by repeating a course.

EXPLANATION OF GRADES

"A" = Excellent; "B" = Good; "C" = Average; "D" = Barely passing; "F" = Course must be repeated to secure credit; "I" = Incomplete.

In terms of quality points, a grade of "A" earns four quality points per semester hour; a grade of "B" earns three quality points per semester hour; a grade of "C" earns two quality points per semester hour; a grade of "D" earns one quality point per semester hour. No quality points are given for a grade of "F". At the end of each term, grade reports are mailed to all students from the Division of Continuing Education in Greenville. (Grades are also recorded and mailed out by CTI).

CLASS ATTENDANCE

Students in the ECU Program must attend at least 75 percent of all class meetings. This means that a student who is absent nine times in a course that meets 33 times will be dropped, and will receive an "F". An additional CTI attendance regulation holds that any student who misses two consecutive weeks of class **without communicating in some form with his or her instructor** will be dropped, and will receive an "F". The 75-percent regulation holds good, it should be noted, regardless of the reason for excessive absences. It is expected that the 25-percent absence allowance will cover all genuine emergencies. Any student who misses more than 25 percent of his or her classes because of a genuine emergency must initiate an official withdrawal request to the Division of Continuing Education in Greenville.

TEXTBOOKS AND SUPPLIES

Students are required to purchase all textbooks associated with a given course. These texts, and classroom supplies, are available in the Institute book store during hours as posted. **Texts may not be returned for reimbursement after the end of the registration period, or if they have been marked in any way.**

The book store does not deal in used books; students are urged to use bulletin boards to advertise for sale and purchase of such books.

COUNSELING SERVICE

Students seeking enrollment in the ECU Program should contact the ECU coordinator (office #232) and/or the staff of the Office of Student Affairs for information concerning their plans and programs.

Counseling is available during registration periods and throughout the academic year from 8:00 a.m. to 5:00 p.m., Mondays through Thursdays, and from 8:00 a.m. to 3:30 p.m. on Fridays in the Office of Student Affairs.

ASSOCIATE IN APPLIED SCIENCE DEGREE PROGRAMS



TECHNICAL PROGRAMS

COURSES OFFERED

Associate Degree Nursing
Business Administration
Criminal Justice and Protective Service Technology
Executive Secretary
General Office Technology
Radiologic Technology
Recreation Therapy
Respiratory Therapy

ADMISSION REQUIREMENTS

1. Must be at least eighteen years of age, or his high school class must have graduated.
2. Must be a high school graduate or equivalent.
3. Must complete tests where applicable.
4. A personal interview is required.
5. The following paragraphs refer to admission requirements for special cases.
 - (a) An applicant who is a minor between the ages of 16 and 18 years may be considered as a person with special needs and admitted to appropriate courses or programs, provided:
 - (1) That the minor applicant has left the public schools no less than six calendar months prior to the last day of regular registration of the quarter in the institution for which admission is sought; and
 - (2) That the application of such minor is supported by a notarized petition of the minor's parent, legal guardian, or other person or agency having legal custody and control of such minor applicant, which petition certifies the place of residence and date of birth, of the minor, the parental or other appropriate legal relationship of the petitioner to the minor applicant, and the date on which the minor applicant left the public schools. However, all or any part of the six-month waiting period may be waived by the superintendent of the public schools of the administrative unit in which the applicant resides; and
 - (3) That such admission will not preempt institution facilities and staff to such an extent as to render the institution unable to admit all applicants who have graduated from high school or who are 18 years of age or older.
 - (b) It shall be the policy of the State Board of Education and the Community College System to encourage young people to complete high school before seeking admission to community colleges or technical institutes.

ADMISSION PROCEDURE

1. Submit completed application.
2. Have transcripts of all previous education mailed to the Institute.
3. Satisfy admission test requirements for selected programs.
4. Arrange for a personal interview when requested.
5. Associate Degree Nursing applicants must submit a completed medical form to the Institute.

ASSOCIATE DEGREE NURSING

PURPOSE OF CURRICULUM

The accelerated growth of population in North Carolina and rapid advancement in medical technology demands an increased number of adequately prepared for health services.

The aim of the Associate Degree Nursing Program is to make available to qualified persons the opportunity to prepare for participation in the care of patients of all ages in various states of dependency and with a variety of illness conditions.

Throughout the program the student is expected to grow continuously in acquisition of knowledge and understanding related to nursing, the biological sciences, the social sciences, and in skills related to nursing practice, communications, interpersonal relations, and use of good judgment.

JOB DESCRIPTION

The Associate Degree nurse is prepared to identify nursing problems, select nursing action, and provide continuous care for the individual's total health needs. The nurse functions in hospitals, nursing homes, clinics and doctor's offices. The AD nurse usually functions under supervision of a Baccalaureate Degree nurse and/or licensed physician.

Job requirements for the AD nurse include suitable personal characteristics, ability to adapt knowledge and understanding of nursing principles to a variety of situations, technical skills for performance of bedside nursing, appreciation for differences in people and for the worth of every individual, a desire to serve and help others, and readiness to conform to the requirements of nursing ethics and hospital policies.

ACADEMIC REQUIREMENTS

Successful completion of all courses with no nursing course grade lower than "C" and no other associated course grade lower than "D" is required before AD nursing students will be allowed to register for the succeeding quarter.

LICENSURE

Graduates of this program should be eligible to take the licensing examination given by the North Carolina Board of Nursing. A passing score entitles the individual to receive a license and to use the legal title "Registered Nurse." The license must be renewed every 2 years. The Registered Nurse applies for licensure in other states on the basis of a satisfactory examination score in most cases, without repeating the examination.

COOPERATIVE PROGRAM

Carteret Technical Institute and Craven Community College cooperatively offer the Associate Degree Nursing Program. Actual instruction occurs on the campus of Craven Community College located on Race Track Road in New Bern. Clinical training is conducted in hospital facilities in New Bern, Havelock, and Morehead City.

Upon successful completion of this program, an Associate of Applied Science Degree is awarded jointly by the participating institutions.

Specific information concerning admission requirements will be found elsewhere in this catalog.

ASSOCIATE DEGREE NURSING

CURRICULUM BY QUARTERS

			Theory	Lab	Quarter Hours Credit
FIRST QUARTER					
NUR	100	Introduction to Nursing	4	0	4
NUR	101	Nursing I	5	3	6
BIO	110	Anatomy and Physiology I	4	2	5
PSY	101	Introduction to Psychology	3	0	3
ENG	150	College Composition I	3	0	3
ORI	101	Orientation & Study Skills	1	0	1
			20	5	22
SECOND QUARTER					
BIO	111	Anatomy and Physiology II	4	2	5
NUR	102	Nursing II	3	12	7
ENG	151	College Composition II	3	0	3
CHM	101	Introduction to Chemistry	3	2	4
			13	16	19
THIRD QUARTER					
CHM	102	Fundamentals of Biochemistry	3	0	3
NUR	103	Nursing III	3	14	8
NUR	120	Pharmacology	3	0	3
ENG	152	College Composition III	3	0	3
			12	14	17
FOURTH QUARTER					
NUR	104	Nursing IV	3	12	7
SOC	100	Principles of Sociology	3	0	3
BIO	100	Introduction to Microbiology	3	2	4
NUR	110	Nutrition	2	0	2
			11	14	16
FIFTH QUARTER					
NUR	205	Nursing V	6	15	11
SOC	155	Courtship and Marriage	3	0	3
PSY	250	Child Psychology	3	0	3
			12	15	17
SIXTH QUARTER					
NUR	206	Nursing VI	3	15	8
PSY	280	Mental Hygiene	3	0	3
HIS	161	U. S. History II	5	0	5
			11	15	16
SEVENTH QUARTER					
NUR	207	Nursing VII	6	24	14
SPH	250	Fundamentals of Speech	3	0	3
			9	24	17

Total Credit Hours 124

BUSINESS ADMINISTRATION

PURPOSE OF CURRICULUM

In North Carolina the opportunities are increasing. With the increasing population and industrial development in the state, business has become more competitive. The Business Administration Curriculum is designed to prepare the student for employment in one of many occupations common to business. Training is aimed at preparing the student in every phase of administrative work that might be encountered in the average business. Objectives of this curriculum are to develop an understanding of the principles of organization and management in business operations, effective communications for business, and human relations as they apply to the successful operations in the rapidly expanding business economy.

JOB DESCRIPTION

The graduate of the Business Administrative Curriculum may enter a variety of careers from beginning sales person to office manager trainee. The duties and responsibilities of this graduate may include: making up and filing reports, tabulating and posting data in various books, sending out bills, checking calculations, adjusting complaints, operating various office machines, and assisting managers in supervising. Positions are available in businesses such as advertising, banking, credit, finance, retailing wholesaling, hotel, tourist, travel industry, insurance, transportation, and communications.

BUSINESS ADMINISTRATION

CURRICULUM BY QUARTERS

FIRST QUARTER			Theory	Lab	Quarter Hours Credit
ENG 101	English I		3	0	3
MAT 110	General Math		3	0	3
BUS 101	Introduction to Business		3	0	3
ECO 102	Economics I		3	0	3
BUS 102	Typing I		3	2	4
PSY 112	Personal Development		3	0	3
			18	2	19
SECOND QUARTER					
ENG 102	English II		3	0	3
MAT 113	Business Math		3	0	3
BUS 120	Accounting I		5	2	6
ECO 104	Economics II		3	0	3
BUS 103	Typing II		3	2	4
BUS 258	Typing Improvement*		17	4	19

			Theory	Lab	Quarter Hours Credit
THIRD QUARTER					
ENG	103	Accounting II	5	2	6
BUS	121	Business Law I	3	0	3
BUS	115	Office Machines	3	2	4
BUS	110	Introduction to Data Processing	3	0	3
EDP	104	English III	3	0	3
			17	4	19
FOURTH QUARTER					
ENG	204	Oral Communication	3	0	3
BUS	229	Business Tax Management	3	0	3
BUS	220	Salesmanship	3	0	3
BUS	222	Business Law II	3	0	3
BUS	225	Cost Accounting	3	0	3
		Elective	3	0	3
			18	0	18
FIFTH QUARTER					
BUS	203	Business Communication	3	0	3
BUS	221	Advertising	3	0	3
PSY	202	Psychology	3	0	3
BUS	239	Marketing	3	0	3
		Elective	3	0	3
			15	0	15
SIXTH QUARTER					
BUS	271	Personnel Management	3	0	3
		or			
BUS	216	Office Simulation**	3	2	4
BUS	235	Business Management	3	0	3
BUS	268	Money & Banking	3	0	3
SOC	202	Sociology	3	0	3
BUS	224	Finance	3	0	3
			15 or 16	2	15 or 16

*Substitute for BUS 103 with recommendations

**Substitute for BUS 271

Total Credit Hours 105/106

BUSINESS ADMINISTRATION

CURRICULUM BY QUARTERS

EVENING PROGRAM

			Theory	Lab	Quarter Hours Credit
FIRST QUARTER					
ENG	101	English I	3	0	3
ECO	102	Economics I	3	0	3
BUS	101	Introduction to Business	3	0	3
MAT	110	General Math	3	0	3
			12	0	12

			Theory	Lab	Quarter Hours Credit
SECOND QUARTER					
ENG	102	English II	3	0	3
MAT	113	Business Math	3	0	3
ECO	104	Economics II	3	0	3
PSY	112	Personal Development	3	0	3
			12	0	12
THIRD QUARTER					
BUS	120	Accounting I	5	2	6
ENG	103	English III	3	0	3
BUS	102	Typing I	3	2	4
			11	4	13
FOURTH QUARTER					
ENG	204	Oral Communications	3	0	3
BUS	103	Typing II	3	2	4
BUS	121	Accounting II	5	2	6
			11	4	13
FIFTH QUARTER					
EDP	104	Introduction to Data Processing	3	0	3
BUS	110	Office Machines	3	2	4
BUS	203	Business Communication	3	0	3
BUS	115	Business Law I	3	0	3
			12	2	13
SIXTH QUARTER					
BUS	229	Business Tax Management	3	0	3
BUS	116	Business Law II	3	0	3
BUS	235	Business Management	3	0	3
BUS	220	Salesmanship	3	0	3
			12	0	12
SEVENTH QUARTER					
BUS	225	Cost Accounting	3	0	3
PSY	202	Psychology	3	0	3
BUS	239	Marketing	3	0	3
		Elective	3	0	3
			12	0	12
EIGHTH QUARTER					
BUS	271	Personnel Management	3	0	3
SOC	202	Sociology	3	0	3
BUS	268	Money and Banking	3	0	3
		Elective	3	0	3
			12	0	12
NINTH QUARTER					
BUS	224	Finance	3	0	3
BUS	221	Advertising	3	0	3
			6	0	6

Total Credit Hours 105

*NOTE: Due to the nature of the Evening Program, all quarterly curriculum class schedules cannot be deviated from under any condition due to the nature of the problems associated with the overall scheduling process. The administration also reserves the right to give consideration in discontinuing a class or curriculum if a sufficient decline in enrollment is experienced or anticipated.

CRIMINAL JUSTICE—PROTECTIVE SERVICE TECHNOLOGY

PURPOSE OF CURRICULUM

This program is designed to prepare the graduate for employment in the field of law enforcement. Today's law enforcement officer must be knowledgeable in many areas if he is to function effectively in our complex society.

To this end, the Criminal Justice—Protective Service Technology Program is dedicated to the purpose of developing proficiency in both pre-service high school graduates and in-service law enforcement personnel. Its development is based on present and future educational needs. It offers theoretical and practical instruction to meet the requirements of various law enforcement agencies.

There is an increasing demand for properly trained law enforcement officers in industry, municipal, county, state and federal agencies, and there is every reason to believe that the highly trained law enforcement officer will find challenging opportunities with public and private law enforcement services.

CAREER OPPORTUNITIES

Law enforcement is that important division which is assigned the power and responsibility of maintaining order and enforcing the law. Its basic functions may be classified as prevention of crime, suppression of criminal activity, apprehension of offenders, preservation of the peace, regulation of noncriminal conduct, and the protection of life and property.

To the original and primary police functions of preserving the peace and maintaining law and order, the ever widening scope of government activity has added a host of other duties to the various law enforcement agencies, ranging from the regulation of traffic and the suppression of vice to the enforcement of minor laws and ordinances that regulate private life in a modern society.

CRIMINAL JUSTICE—PROTECTIVE SERVICE TECHNOLOGY

CURRICULUM BY QUARTERS

FIRST QUARTER		Theory	Lab	Quarter Hours Credit
ENG 101	English I	3	0	3
MAT 101	Technical Mathematics	5	0	5
CJC 101	Introduction to Criminal Justice	5	0	5
HEA 201	First Aid, Health, and Safety	3	0	3
PSY 202	Introduction to Psychology	3	0	3
		19	0	19

			Theory	Lab	Quarter Hours Credit
SECOND QUARTER					
ENG	102	English II	3	0	3
POL	103	United States Government	5	0	5
CJC	102	Criminology	5	0	5
CJC	115	Criminal Law I	3	0	3
PSY	103	Adolescent Psychology	3	0	3
			19	0	19
THIRD QUARTER					
ENG	103	English III	3	0	3
POL	104	State and Local Government	3	0	3
CJC	125	Due Process	3	0	3
SOC	110	Juvenile Delinquency	5	0	5
CJC	219	Civil Disorder and Disasters	3	0	3
			17	0	17
FOURTH QUARTER					
ENG	204	Oral Communications	3	0	3
CJC	212	Drugs and Controlled Substances	3	2	4
CJC	210	Criminal Investigation I	3	2	4
CJC	206	Policy Community Relations	3	0	3
CJC	216	Criminal Law II	3	0	3
		Elective	3	0	3
			18	4	20
FIFTH QUARTER					
CHM	110	Chemistry	4	2	5
CJC	201	Motor Vehicle Law	3	0	3
CJC	217	Patrol Procedures	3	0	3
CJC	205	Evidence	5	0	5
		Elective	3	0	3
			18	2	19
SIXTH QUARTER					
CJC	211	Criminal Investigation II	3	2	4
CJC	220	Police Organization and Administration	3	0	3
CJC	218	Firearms, Weapons, and Explosive Devices	3	2	4
CJC	202	Traffic Planning and Accident Investigation	3	0	3
		Elective	3	0	3
			15	4	17
Total Credit Hours					111

EXECUTIVE SECRETARY

PURPOSE OF CURRICULUM

The purpose of the Executive Secretary Curriculum is to provide students with training in the accepted procedures required by the business world. The demand for better qualified

secretaries in our ever-expanding business world is becoming more acute. The purpose of this program is to give students the necessary secretarial training in typing, dictation, transcription, and terminology for employment. The special training in secretarial subjects is supplemented by related courses in mathematics, accounting, business law, and personality development.

JOB DESCRIPTION

The graduate of the Executive Secretary Curriculum may be employed as a stenographer or a secretary. Stenographers are primarily responsible for taking dictation and transcribing letters, memoranda, and reports. The secretary, in addition to taking dictation and transcribing, is given more responsibility in connection with meeting office callers, screening telephone calls, and assisting an executive. She may enter a secretarial position in a variety of offices in businesses such as insurance companies, banks, marketing institutions, and financial firms.

EXECUTIVE SECRETARY

CURRICULUM BY QUARTERS

			Theory	Lab	Quarter Hours Credit
FIRST QUARTER					
ENG	101	English I	3	0	3
MAT	110	General Math	3	0	3
BUS	101	Introduction to Business	3	0	3
BUS	102	Typing I	3	2	4
BUS	106	Beginning Shorthand	3	2	4
PSY	112	Personal Development	3	0	3
			18	4	20
SECOND QUARTER					
ENG	102	English II	3	0	3
MAT	113	Business Math	3	0	3
BUS	103	Typing II	3	2	4
BUS	120	Accounting I	5	2	6
BUS	107	Shorthand II	3	2	4
			17	6	20
THIRD QUARTER					
ENG	103	English III	3	0	3
BUS	110	Office Machines	3	2	4
BUS	104	Typing III	3	2	4
BUS	108	Shorthand III	3	2	4
EDP	104	Introduction to Data Processing	3	0	3
			15	6	18

			Theory	Lab	Quarter Hours Credit
FOURTH QUARTER					
ENG	204	Oral Communication	3	0	3
BUS	112	Filing	3	0	3
BUS	205	Typing IV	3	2	4
BUS	206E	Dictation & Transcription	3	2	4
BUS	211	Duplicating & Transcribing Machines	3	0	3
BUS	283	Terminology & Vocabulary	3	0	3
			18	4	20
FIFTH QUARTER					
BUS	203	Business Communication	3	0	3
BUS	210	Office Procedures	3	2	4
PSY	202	Psychology	3	0	3
BUS	207E	Dictation and Transcription	3	2	4
BUS	115	Business Law I	3	0	3
			15	4	17
SIXTH QUARTER					
BUS	208E	Dictation & Transcription	3	2	4
SOC	202	Sociology	3	0	3
BUS	216	Office Simulation	3	2	4
BUS	258	Typing Improvement	3	0	3
BUS	228	Payroll Taxes	3	0	3
			15	4	17
Total Credit Hours					112

GENERAL OFFICE TECHNOLOGY

PURPOSE OF CURRICULUM

More people are now employed in clerical occupations than in any other single job category. Automation and increased production will mean that these people will need more technical skills and a greater adaptability for diversified types of jobs.

The General Office Curriculum is designed to develop the necessary variety of skills for employment in the business world. Specialized training in skill areas is supplemented by related courses in mathematics, accounting, business law, and psychology.

JOB DESCRIPTION

The graduate of the General Office Curriculum may be employed as an administrative assistant, accounting clerk, assistant office manager, bookkeeper, file clerk, machine transcriptionist, or a variety of other clerical-related jobs. Positions are available in almost every type of business, large or small.

GENERAL OFFICE TECHNOLOGY

CURRICULUM BY QUARTERS

			Theory	Lab	Quarter Hours Credit
FIRST QUARTER					
ENG	101	English I	3	0	3
MAT	110	General Math	3	0	3
BUS	101	Introduction to Business	3	0	3
BUS	102	Typing I	3	2	4
ECO	102	Economics I	3	0	3
PSY	112	Personal Development	3	0	3
			18	2	19
SECOND QUARTER					
ENG	102	English II	3	0	3
BUS	103	Typing II	3	2	4
BUS	120	Accounting I	5	2	6
BUS	115	Business Law I	3	0	3
MAT	113	Business Math	3	0	3
			17	4	19
THIRD QUARTER					
ENG	103	English III	3	0	3
BUS	110	Office Machines	3	2	4
BUS	104	Typing III	3	2	4
EDP	104	Introduction to Data Processing	3	0	3
		Elective	3	0	3
			15	4	17
FOURTH QUARTER					
ENG	204	Oral Communication	3	0	3
BUS	211	Duplicating & Transcribing Machines	3	0	3
BUS	205	Typing IV	3	2	4
BUS	112	Filing	3	0	3
BUS	284	Terminology & Vocabulary	3	0	3
			15	2	16
FIFTH QUARTER					
BUS	203	Business Communication	3	0	3
BUS	210	Office Procedures	3	2	4
PSY	202	Psychology	3	0	3
BUS	213	Professional Executive Typewriting	2	2	3
		Elective	3	0	3
			14	4	16
SIXTH QUARTER					
BUS	216	Office Simulation	3	2	4
SOC	202	Sociology	3	0	3
BUS	228	Payroll Taxes	3	0	3
BUS	258	Typing Improvement	3	0	3
		Elective	3	0	3
			15	2	16

Total Credit Hours 103

RADIOLOGIC TECHNOLOGY

PURPOSE OF CURRICULUM

This curriculum is designed to meet the ever-increasing need for technicians in the rapidly growing branch of medicine known as radiology. At present, many more technologists are needed than are being trained, and studies indicate that the shortage will become more critical in the years ahead. The aim of the Radiologic Technology course is to prepare qualified persons for positions in the area of x-ray technology or to enable them to go on, if they wish, into nuclear medicine and radiation therapy.

Students, who must be high school graduates, receive training that includes classroom study and work experience. Courses are given in anatomy, physiology, physics, radiographic technique, radiographic procedures, chemistry of processing solutions, and darkroom techniques. In addition, courses are also offered in nursing, radiation protection, department administration, and equipment maintenance.

Graduates of the program are eligible for examination by the American Registry of Radiologic Technologists. After passing the examination, they are certified as registered technologists in x-ray technology and entitled to use the legal title "Registered Technologist," abbreviated R. T. They are then eligible for membership in the American Society of Radiologic Technologists, an organization dedicated to maintaining high educational standards of training and professional stature.

JOB DESCRIPTION

As a part of the radiology team, technologists play a vital role in a science dedicated to saving lives and alleviating human suffering. X-ray technologists work in hospitals, clinics, doctors offices, public health institutions, and industrial medical clinics. They assist specialist physicians, called radiologists in the use of x-rays to examine for broken bones, ulcers, tumors, disease, or malfunctions of various organs.

The x-ray technologist takes x-ray films, called radiographs. He adjusts x-ray equipment to the correct settings for a specific examination, positions the patient, makes the required number of radiographs, and develops and files them.

The x-ray technologist also aids the physician in administering chemical mixtures to the patient to make certain organs show up clearly in x-ray examinations. The technologist may need to use mobile x-ray equipment at a patient's bedside and in surgery.

A prospective radiologic technologist should like people and should be willing and able to tend to sick or disabled with tact and sympathy. He should be accurate and dependable and willing to continue his education beyond certification to keep up with the rapid advances in the field.

RADIOLOGIC TECHNOLOGY

CURRICULUM BY QUARTERS

			Theory	Lab	Quarter Hours Credit
FIRST QUARTER					
ENG	101	English I	3	0	3
RDT	107	Radiographic Anatomy & Positioning I	4	4	5
RDT	101	Radiologic Science I	4	3	5
RDT	105	Introduction to Radiologic Tech.	3	0	3
RDT	111	Clinical Education	0	18	6
			14	25	22
SECOND QUARTER					
ENG	102	English II	3	0	3
RDT	108	Radiographic Anatomy & Positioning II	4	3	5
RDT	109	Radiologic Physics	3	2	4
RDT	102	Radiologic Science II	4	3	5
RDT	112	Clinical Education	0	18	6
			14	26	23
THIRD QUARTER					
ENG	103	English III	3	0	3
RDT	103	Radiologic Science III	4	3	5
RDT	104	Anatomy & Physiology	4	3	5
RDT	113	Clinical Education	0	18	6
			11	24	19
FOURTH QUARTER					
RDT	114	Clinical Education	0	40	13
FIFTH QUARTER					
ENG	204	Oral Communication	3	0	3
RDT	204	Radiologic Science IV	4	3	5
RDT	215	Clinical Education	0	26	8
		Elective	3	0	3
			10	29	19
SIXTH QUARTER					
PSY	202	Psychology	3	0	3
RDT	205	Radiologic Science V	4	3	5
RDT	208	Introduction to Disease	3	0	3
RDT	216	Clinical Education	0	26	8
			10	29	19

SEVENTH QUARTER			Theory	Lab	Quarter Hours Credit
SOC	202	Sociology	3	0	3
RDT	203	Radiology Management	3	0	3
RDT	206	Radiologic Science VI	4	0	4
RDT	217	Clinical Education	0	26	8
			10	26	18
EIGHTH QUARTER					
RDT	219	Seminar	3	3	4
RDT	218	Clinical Education	3	34	11
			3	37	15
			Total Clinical Hours		2266
			Total Credit Hours		148

RECREATION THERAPY

PURPOSE OF CURRICULUM

The curriculum is designed to train recreation technicians who will function at a leadership level in therapeutic and community recreation programs. Graduates of the curriculum are the value of recreation as it relates to handicapped people, as well trained for face-to-face leadership roles with special emphasis on the value of recreation as it relates to handicapped people, as well as to non-handicapped people. Courses offered in the curriculum may be divided into three general categories of English, psychology and sociology, and recreation. More specifically, courses are offered in: social recreation, camp administration, recreation leadership, program planning, adaptive physical education, medical terminology and basic anatomy, nature and outdoor recreation, recreation administration, philosophy of recreation, and gerontology. Skills and basic understanding of the fundamentals of music, first aid, audio-visual aids, arts and crafts, sports officiating, drama, folk square and social dance, individual sports, team sports, and water related activities are gained through specific instruction. Students are given the opportunity to obtain an in-depth understanding of various groups through field trips, laboratory work, and supervised field work. Although therapeutic recreation receives a lot of emphasis, the student, at his own option, may concentrate on community recreation.

JOB DESCRIPTION

A graduate of the curriculum may enter a variety of careers in recreation. In most situations, the technician will work under

the supervision of a professional recreator. Students interested in therapeutic recreation may find employment in health agencies, such as centers for the retarded, mental hospitals, alcoholic centers, schools for the blind, schools for the deaf, extended care facilities, nursing and rest homes, and rehabilitation centers. Students not interested in therapeutic recreation may find employment in public, private, and commercial recreation agencies.

RECREATION THERAPY

CURRICULUM BY QUARTERS

				Quarter Hours Credit
FIRST QUARTER				
REC 101	Intro. to Recreation Services	3	0	3
REC 111	Intro. to the Ill and Handicapped	3	0	3
REC 112	Medical Terminology & Basic Anatomy	3	2	4
REC 121	Recreational Arts and Crafts	1	4	3
ENG 101	English I	3	0	3
REC 124	Team Sports and Games in Recreation	2	3	3
		15	9	19

SECOND QUARTER

REC 102	Program Planning in Recreation.....	3	0	3
REC 113	First Aid and Safety	2	2	3
REC 114	Adaptive Physical Education	3	3	4
REC 115	Recreation and the Treatment Team	1	2	2
REC 123	Recreational Music	1	4	3
PYS 202	Introduction to Psychology	3	0	3
ENG 102	English II	3	0	3
		16	11	21

THIRD QUARTER

REC 116	Intro. to Paraprofessional Counseling	3	0	3
REC 125	Audio-Visual Aids	0	4	2
REC 131	Practicum and Internship Orientation	1	5	3
SOC 202	Introduction to Sociology	3	0	3
PSY 213	Child Psychology	3	0	3
ENG 103	English III	3	0	3
REC 122	Water Related Sports and Activities	2	4	4
		15	13	21

FOURTH QUARTER

REC 132	Internship I (Summer)	3	17	9
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			Theory	Lab	Quarter Hours Credit
FIFTH QUARTER					
REC	201	Contemporary Recreation in America	2	0	2
REC	202	Residential & Day Camp Administration	3	0	3
REC	221	Individual Sports and Games	2	3	3
REC	231	Practicum I	0	6	2
PSY	103	Adolescent Psychology	3	0	3
BUS	102	Typing I	3	2	4
		or			
ENG	204	Oral Communications	3	0	3
			13	11	16 or 17

SIXTH QUARTER

REC	204	Administration, Leadership and Super- visory Practices in Recreation	4	0	4
REC	206	Recreation Seminar	2	0	2
REC	211	Introduction to Gerontology	3	0	3
REC	222	Recreational Drama	2	4	4
REC	232	Practicum II	0	6	2
BUS	213	Business Communication	3	0	3
			14	10	18

SEVENTH QUARTER

REC	207	Recreation Areas and Facilities	0	2	1
REC	212	Principles of Health in Modern Society	3	0	3
REC	223	Social, Square, and Folk Dance	1	4	3
REC	224	Nature and Outdoor Recreation	2	2	3
REC	233	Practicum II	0	6	2
PSY	215	Abnormal Psychology	3	0	3
			9	14	15

EIGHTH QUARTER

REC	234	Internship II (Summer)	0	40	13
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Total Credit Hours 131/132

RESPIRATORY THERAPY TECHNOLOGY**PURPOSE OF CURRICULUM**

The aim of this two-year program is to provide respiratory therapists who are expert in the therapeutic uses of aids to the breathing process such as medical gases, oxygen administering apparatus, humidity and aerosol devices, positive pressure ventilation, mechanical airways, and cardiopulmonary resuscitation. Due to the increasing incidence of respiratory diseases and the increasingly complex modalities used in the treatment and diagnosis of these diseases, the field of respiratory therapy is one of the fastest growing allied health specialties in the United States.

The respiratory therapist program is a minimum of two years in length and includes more extensive courses in biological, physical and medical sciences, and a program of study in the social sciences basic to understanding how to interrelate with patients. Academic subjects are included and classroom instruction is closely correlated with selected learning experiences in hospitals and other health care facilities.

Graduates of the two-year program are eligible for examination by the National Board of Respiratory Technology.

JOB DESCRIPTION

There are employment opportunities in hospitals, doctors' offices, research agencies, anesthesiology or pulmonary medication departments, oxygen equipment rental companies, ambulance services, nursing homes, and educational institutions.

RESPIRATORY THERAPY TECHNOLOGY

CURRICULUM BY QUARTERS

			Theory	Lab	Quarter Hours Credit
FIRST QUARTER					
ENG	101	English I	3	0	3
BIO	107	Anatomy and Psysiology I	3	2	4
BIO	115	Medical Terminology I	1	0	1
MAT	101	Mathematics	3	0	3
CHM	103	Chemistry—General and Inorganic..	3	2	4
RTH	101	Theory and Procedures	4	0	4
			17	4	19

SECOND QUARTER

ENG	102	English II	3	0	3
BIO	108	Anatomy and Physiology II	3	2	4
CHM	104	Organic and Biochemistry	3	2	4
RTH	102	Respiratory Therapy I	4	2	5
NUR	101	Nursing Arts	3	0	3
RTH	111	Clinical Education	0	16	5
			16	22	24

THIRD QUARTER

ENG	103	English III	3	0	3
PHY	101	Concepts in Physics	3	0	3
BIO	111	Microbiology	3	2	4
MED	150	Pharmacology	3	0	3
BIO	139	Cardiopulmonary Anatomy and Physiology	2	0	2
RTH	103	Respiratory Therapy II	2	2	3
RTH	112	Clinical Education	0	18	6
			16	22	24

			Theory	Lab	Quarter Hours Credit
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FOURTH QUARTER

RTH	113	Clinical Education	0	40	13
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FIFTH QUARTER

ENG	204	Oral Communications	3	0	3
RTH	201	Respiratory Therapy III	4	2	5
BIO	212	Pathology	3	0	3
RTH	202	Library Research I	2	0	2
RTH	203	Pulmonary and Cardiovascular Pathophysiology and Pulmonary Mechanics	4	0	4
RTH	215	Clinical Education	0	22	7
			<u>16</u>	<u>24</u>	<u>24</u>

SIXTH QUARTER

PSY	202	Psychology	3	0	3
RTH	204	Respiratory Therapy IV	4	2	5
RTH	205	Library Research II	2	0	2
RTH	206	Pulmonary Function	3	0	3
RTH	207	Intensive Respiratory Care	3	0	3
RTH	216	Clinical Education	0	22	7
			<u>15</u>	<u>24</u>	<u>23</u>

SEVENTH QUARTER

SOC	202	Sociology	3	0	3
RTH	208	Respiratory Therapy V	2	2	3
RTH	209	Library Research III	2	0	2
RTH	220	Department Administration and Personnel Supervision	3	0	3
RTH	210	Emergency Medicine and Resuscitation	2	2	3
RTH	217	Clinical Education	0	24	8
			<u>12</u>	<u>28</u>	<u>22</u>

EIGHTH QUARTER

RTH	212	Seminar	3	0	3
RTH	218	Clinical Education	0	24	8
			<u>3</u>	<u>37</u>	<u>15</u>

Total Credit Hours 164

DIPLOMA PROGRAMS



DIPLOMA PROGRAMS

COURSES OFFERED

Air Conditioning and Refrigeration
Automotive Mechanics
Cosmetology
Electrical Installation and Maintenance
Light Construction Trades
Marine Engine Mechanics
Medical Office Assistant
Practical Nurse Education
Welding

ADMISSION REQUIREMENTS

1. Must be at least 18 years of age, or his high school class must have graduated.
2. Must possess a high school diploma or its equivalency. However, some exceptions are made for individuals whose age and maturity make success in a Diploma Program likely. To enter the Practical Nurse Education Program, an applicant must have a high school diploma or equivalent.
3. Must complete tests where applicable. These tests will aid in student advisement, placement, and guidance.
4. A personal interview is required.
5. The following paragraphs refer to admission requirements for special cases.
 - (a) An applicant who is a minor between the ages of 16 and 18 years may be considered as a person with special needs and admitted to appropriate courses or programs, provided:
 - (1) That the minor applicant has left the public schools no less than six calendar months prior to the last day of regular registration of the quarter in the institution for which admission is sought; and
 - (2) That the application of such minor is supported by a notarized petition of the minor's parent, legal guardian, or other person or agency having legal custody and control of such minor applicant, which petition certifies the place of residence and date of birth of the minor, the parental or other appropriate legal relationships of the petitioner to the minor applicant, and the date on which the minor applicant left the public schools. However, all or any part of the six-month waiting period may be waived by the superintendent of the public schools of the administrative unit in which the applicant resides; and
 - (3) That such admission will not preempt institution facilities and staff to such an extent as to render the institution unable to admit all applicants who have graduated from high school or who are 18 years of age or older.
 - (b) It shall be the policy of the State Board of Education and the Community College System to encourage young people to complete high school before seeking admission to community colleges or technical institutes.

ADMISSION PROCEDURE

1. Submit completed application.
2. Have transcripts of all previous education mailed to the Institute.
3. Satisfy admission test requirements.
4. Arrange for a personal interview when requested.
5. Practical Nurse applicants (same as previous 5).

AIR CONDITIONING AND REFRIGERATION

PURPOSE OF CURRICULUM

In recent years the use of air conditioning and refrigeration equipment has increased tremendously. Practically all new building construction for business and commercial use have "all year" comfort systems. With this great upswing in the use of air conditioning and refrigeration equipment, a great demand is made on trained personnel to install, operate, maintain, and service this equipment.

This curriculum is designed to give the student practical knowledge that will enable them to become capable service men in the industry. Job opportunities exist with companies that specialize in air conditioning, automatic heating, sheet metal, and commercial refrigeration installation and service. The service man is employable in areas of sales, maintenance, installation, and in the growing fields of truck and trailer refrigeration.

JOB DESCRIPTION

The air conditioning and refrigeration mechanic installs, inspects, maintains, services, and repairs domestic and commercial equipment. He also connects motors, compressors, temperature controls, humidity controls, and circulating fans to control panels. He tests systems, observes pressure, vacuum gauges, and adjusts controls to insure proper operation.

AIR CONDITIONING AND REFRIGERATION

CURRICULUM BY QUARTERS

FIRST QUARTER			Theory	Shop	Quarter Hours Credit
ENG	1101	Reading Improvement	3	0	3
MAT	1101	Fundamentals of Mathematics	5	0	5
ELC	1102	Basic Electricity	4	0	4
SAF	1101	Shop Safety	1	0	1
AHR	1121	Principles of Refrigeration	8	9	11
			21	9	24

			Theory	Lab	Quarter Hours Credit
SECOND QUARTER					
ENG	1102	Communication Skills	3	0	3
AHR	1116	Psychrometric Chart Reading	1	0	1
BUS	1120	Bookkeeping	3	0	3
AHR	1122	Domestic and Commercial Refrigeration	3	9	6
AHR	1125	Heating Oil and Gas Burners	2	6	4
ELC	1101	Motor Controls and Relays	0	3	1
			12	18	18
THIRD QUARTER					
BUS	1103	Small Business Operations	3	0	3
AHR	1103	Controllers and Motors	5	0	5
AHR	1123	Principles of Air Conditioning	4	9	7
AHR	1128	Automatic Controls	3	6	5
			15	15	20
FOURTH QUARTER					
PSY	1101	Human Relations	3	0	3
AHR	1120	Air Conditioning and Refrigera- tion Basic Welding Practices.....	2	3	3
AHR	1124	Air Conditioning and Refrigeration	4	9	7
AHR	1126	All Year Comfort Systems	3	6	5
			12	18	18
			Total Credit Hours 80		

AIR CONDITIONING AND REFRIGERATION

CURRICULUM BY QUARTERS

EVENING PROGRAM

			Theory	Shop	Quarter Hours Credit
FIRST QUARTER					
SAF	1101	Shop Safety	1	0	1
ENG	1101	Reading Improvement	3	0	3
MAT	1101	Fund. of Math	5	0	5
ELC	1102	Basic Elect.	4	0	4
BUS	1103	Small Business	3	0	3
			16	0	16
SECOND QUARTER					
AHR	1121	Principles of Refrigeration	8	9	11
THIRD QUARTER					
ENG	1102	Communication Skills	3	0	3
PHY	1116	Psy. Chart Reading	1	0	1
AHR	1122	Dom. & Comm. Refrigeration	3	9	6
			7	9	10

			Theory	Lab	Quarter Hours Credit
FOURTH QUARTER					
ELC	1103	Controllers and Motors	5	0	5
AHR	1123	Principles of Air Conditioning	4	9	7
			9	9	12
FIFTH QUARTER					
AHR	1125	Heating Oil and Gas Burners	2	6	4
AHR	1128	Automatic Controls	3	6	5
			5	12	9
SIXTH QUARTER					
BUS	1020	Bookkeeping	3	0	3
AHR	1120	Air Cond., Basic Weld. Practices	2	3	3
AHR	1126	All Year Comfort Systems	3	6	5
REL	1101	Motor Controls and Relays	0	3	1
			8	12	12
SEVENTH QUARTER					
AHR	1124	Air Cond. & Refrigeration	4	9	7
PSY	1101	Human Relations	3	0	3
			7	9	10
			Total Credit Hours 80		

*NOTE: Due to the nature of the Evening Program, all quarterly curriculum class schedules cannot be deviated from under any condition due to the nature of the problems associated with the overall scheduling process. The administration also reserves the right to give consideration in discontinuing a class or curriculum if a sufficient decline in enrollment is experienced or anticipated.

AUTOMOTIVE MECHANICS

PURPOSE OF CURRICULUM

This curriculum provides a training program for developing the basic knowledge and skills needed to inspect, diagnose, repair, or adjust automotive vehicles. Manual skills are developed in practical shop work. Thorough understanding of the operating principles involved in the modern automobile comes in class assignments, discussion, and shop practice.

Complexity in automotive vehicles increases each year because of scientific discovery and new engineering. These changes are reflected not only in passenger vehicles, but also in trucks, buses, and a variety of gasoline-powered equipment. This curriculum provides a basis for the student to compare and adapt to new techniques for servicing and repair as vehicles are changed year by year.

JOB DESCRIPTION

Automobile mechanics maintain and repair mechanical, electrical, and body parts of passenger cars, trucks, and buses. In some communities and rural areas, they also service tractors and other gasoline-powered equipment. Mechanics inspect and test to determine the causes of faulty operation. They repair or replace defective parts to restore the vehicle or machine to proper operating condition. They use shop manuals and other technical publications.

Automotive mechanics in smaller shops usually are general mechanics qualified to perform a variety of repair jobs. A large number of automobile mechanics specialize in particular types of repair work. Usually such specialists have an all-round knowledge of automotive repair and may occasionally be called upon to do other types of work.

AUTOMOTIVE MECHANICS

CURRICULUM BY QUARTERS

CURRICULUM BY QUARTERS						Quarter Hours Credit
FIRST QUARTER			Theory	Shop		
SAF	1102	Shop Safety	1	0	1	
ENG	1101	Reading Improvement	3	0	3	
MAT	1101	Fundamentals of Mathematics	5	0	5	
AUT	1101	Internal Combustion Engine	3	15	8	
DFT	1101	Schematics and Diagrams— Tools and Engines	3	0	3	
			15	15	20	
SECOND QUARTER						
ENG	1102	Communication Skills	3	0	3	
BUS	1120	Bookkeeping	3	0	3	
AUT	1102	Engine Electrical & Fuel Systems	3	12	7	
DFT	1102	Schematics and Diagrams— Electric and Fuel	2	3	3	
AUT	1121	Basic Hydraulics	1	3	2	
			12	18	18	
THIRD QUARTER						
BUS	1103	Small Business Operations	3	0	3	
AUT	1122	Braking System	2	3	3	
AUR	1101	Auto Air Conditioning and Repair	2	3	3	
AUT	1123	Auto Chassis & Suspension System	4	9	7	
DFT	1103	Schematics and Diagrams— Suspension and Braking	1	3	2	
			12	18	18	
FOURTH QUARTER						
PSY	1101	Human Relations	3	0	3	
AUT	1125	Automotive Servicing	3	6	5	
AUT	1124	Automotive Power Train System	4	9	7	
AUT	1120	Automotive Basic Welding Practices	2	3	3	
			12	18	18	
Total Credit Hours					74	

AUTOMOTIVE MECHANICS

CURRICULUM BY QUARTERS

EVENING SCHEDULE

			Quarter Credit Hours		
FIRST QUARTER			Theory	Shop	
SAF	1101	Shop Safety	1	0	1
ENG	1101	Reading Improvement	3	0	3
AHR	1101	Auto. Air Cond. Repair	2	3	3
PME	1101A	Internal Combustion Eng.	1	6	3
			7	9	10
SECOND QUARTER					
PME	1101B	Internal Comb. Eng.	2	9	5
AUT	1122	Braking Systems	2	3	3
			4	12	8
THIRD QUARTER					
DFT	1101	Schematics & Diagrams			
		Tools and Engines	3	0	3
PME	1102A	Engine Elect. & Fuel Sys.	2	6	4
DFT	1102	Schematics & Diagrams			
		Electric & Fuel	2	3	3
			7	9	10
FOURTH QUARTER					
PME	1102B	Engine Elect. & Fuel Sys.	1	6	3
BUS	1120	Bookkeeping	3	0	3
BUS	1103	Small Business Operations	3	0	3
			7	6	9
FIFTH QUARTER					
ENG	1102	Communication Skills	3	0	3
AUT	1121	Basic Hydraulics	1	3	2
AUT	1123A	Auto Chassis & Susp. Sys.	2	6	4
			6	9	9
SIXTH QUARTER					
DFT	1103	Schematics & Diagrams			
		Susp. & Braking	1	3	2
AUT	1123B	Auto. Chassis & Susp. Sys.	2	3	3
AUT	1125A	Automotive Servicing	2	3	3
			5	9	8
SEVENTH QUARTER					
AUT	1120	Auto Basic Welding Practices.....	2	3	3
AUT	1125B	Automotive Servicing	1	3	2
AUT	1124A	Automotive Power Train System ...	2	6	4
			5	12	9

			Theory		Credit Hours
EIGHTH QUARTER					
AUT	1124B	Automotive Power Train System....	2	3	3
PSY	1101	Human Relations	3	0	3
MAT	1101	Fundamentals of Math	5	0	5
			10	3	11
Total Credit Hours					74

*NOTE: Due to the nature of the Evening Program, all quarterly curriculum class schedules cannot be deviated from under any condition due to the nature of the problems associated with the overall scheduling process. The administration also reserves the right to give consideration in discontinuing a class or curriculum if a sufficient decline in enrollment is experienced or anticipated.

COSMETOLOGY

PURPOSE OF CURRICULUM

The Cosmetology Curriculum is designed to prepare the student for employment in the field of cosmetology. Cosmetology has become a science consisting of the use of cosmetics based on scientific principles. The curriculum provides instruction and practice in manicuring, shampooing, permanent waving, facials, massages, scalp treatments, hair cutting, and styling.

JOB DESCRIPTION

Upon the completion of 1200 hours of training a student is eligible to take the the North Carolina State Board of Cosmetic Art Examinations to be a licensed Hairdresser. The cosmetologist is called upon to advise men and women on problems of make-up, and care of the hair, skin, and hands including the nails.

COSMETOLOGY

CURRICULUM BY QUARTERS

			Theory	Lab	Quarter Hours Credit
FIRST QUARTER					
Day					
COS	1001	Scientific Study I	5	0	5
COS	1011	Clinical Application I	0	30	10
(Mannequin Practice)			5	30	15
Night					
COS	1001	Scientific Study I	4	0	4
COS	1011	Clinical Application I	0	16	5
			4	16	9

SECOND QUARTER			Theory	Lab	Quarter Hours Credit
Day					
COS 1002	Scientific Study II	-----	5	0	5
COS 1022	Clinical Application II	-----	0	30	10
			<u>5</u>	<u>30</u>	<u>15</u>
Night					
COS 1002	Scientific Study II	-----	4	0	4
COS 1022	Clinical Application II	-----	0	16	5
			<u>4</u>	<u>16</u>	<u>9</u>
THIRD QUARTER					
Day					
COS 1003	Scientific Study III	-----	5	0	5
COS 1033	Clinical Application III	-----	0	30	10
			<u>5</u>	<u>30</u>	<u>15</u>
Night					
COS 1003	Scientific Study III	-----	4	0	4
COS 1033	Clinical Application III	-----	0	16	5
			<u>4</u>	<u>16</u>	<u>9</u>
FOURTH QUARTER					
Day					
COS 1004	Scientific Study IV	-----	5	0	5
COS 1044	Clinical Application IV	-----	0	30	10
			<u>5</u>	<u>30</u>	<u>15</u>
Night					
COS 1004	Scientific Study IV	-----	4	0	4
COS 1044	Clinical Application IV	-----	0	16	5
			<u>4</u>	<u>16</u>	<u>9</u>
Total Credit Hours					60

ELECTRICAL INSTALLATION AND MAINTENANCE

PURPOSE OF CURRICULUM

The rapid expansion of the national economy and the increasing development of new electrical products is providing a growing need for qualified people to install and maintain electrical equipment. By mid-1960, more than 350,000 were employed as either construction electricians or maintenance electricians. Between 5,000 and 10,000 additional tradesmen are required each year to replace those leaving the industry. It is expected that the total requirements for electrical tradesmen will reach 500,000 by 1978 and 700,000 by 1980. The majority of the electrical tradesmen today are trained through apprenticeship or on-the-job training programs.

This curriculum guide will provide a training program in the basic knowledge, fundamentals, and practices involved in the electrical trades. A larger portion of the program is devoted to laboratory and shop instruction which is designed to give the student practical knowledge and application experience in the fundamentals taught in class.

JOB DESCRIPTION

The graduate of the electrical trades program will be qualified to enter an electrical trade where he will assist in the planning, layout, installation, checkout, and maintenance of systems in residential, commercial, or industrial plants. He will have an understanding of the fundamentals of the National Electrical Code regulations as related to wiring installations, electrical circuits, and the measurements of voltage, current, power, and factor of single and polyphase alternating circuits. He will have a basic knowledge of motor and motor control systems, industrial electronic control systems, business procedures, organization and practices, communicative skills, and the necessary background to be able to advance through experience and additional training through upgrading courses offered in the center.

ELECTRICAL INSTALLATION AND MAINTENANCE

CURRICULUM BY QUARTERS

COURSEWORK BY QUARTERS				Quarter Hours Credit	
FIRST QUARTER			Theory	Shop	
ENG	1101	Reading Improvement _____	3	0	3
SAF	1103	Shop Safety _____	1	0	1
ELC	1112	Electrical Theory _____	3	9	6
ELC	1127	Electrical Materials and Tools ____	0	3	1
MAT	1101	Fundamentals of Mathematics _____	5	0	5
ELC	1105	Shop Science _____	3	3	4
			15	15	20
SECOND QUARTER					
BUS	1120	Bookkeeping _____	3	0	3
ENG	1102	Communication Skills _____	3	0	3
ELC	1126	National Electrical Code _____	3	3	4
ELC	1124A	Residential Installations _____	3	9	6
DFT	1109	Electrical Blueprints & Layouts ____	3	3	4
			15	15	20
THIRD QUARTER					
BUS	1103	Small Business Operations _____	3	0	3
ELC	1124B	Residential Installations _____	3	6	5
ELC	1125	Commercial Installations _____	4	14	9
			10	20	17

FOURTH QUARTER				Theory	Lab	Quarter Hours Credit
PSY	1101	Human Relations		3	0	3
ELC	1129	Industrial Installations		2	6	4
ELC	1113	Electric Motors and Controls		7	12	11
				<u>12</u>	<u>18</u>	<u>18</u>
				Total Credit Hours 75		

LIGHT CONSTRUCTION

PURPOSE OF CURRICULUM

Persons who are interested in construction and maintenance of small buildings should find this program to their liking. Particular emphasis is placed on the construction of residential and small commercial buildings.

The program is designed to prepare the learners to enter employment with preparatory training in the basic building trades of carpentry, masonry, concrete work, and knowledge of plumbing and electrical installation and maintenance.

Instruction is presented in the proper care and use of tools including the steel square and power machinery. Some of the units of study are foundations, house framing, roofing, interior trim, floors, walkways, bricklaying, stone work, plastering and dry-walls, and various window installations. Related instruction is given in electrical and plumbing installation and maintenance, applied mathematics, estimating, blueprint reading and sketching, specifications and contracts, small business operations, and human relations.

JOB DESCRIPTION

Employment may be obtained with contractors that specialize in the light construction building trades. These contractors employ carpenters, masons, concrete workers, plumbers, heating and air conditioning mechanics, and electricians. Graduates may be employed as apprentices in some areas with advanced credit. Workers in these trades are in demand not only for installation, but also building maintenance mechanics in small industries, apartments and hotels, public buildings and hospitals.

Light construction workers with adequate experience and continuing education may qualify as foremen or contractors.

LIGHT CONSTRUCTION

CURRICULUM BY QUARTERS

					Theory	Shop	Quarter Hours Credit
FIRST QUARTER							
CAR	1101	Carpentry and Cost Estimating	2	3	3		
ENG	1101	Reading Improvement	3	0	3		
MAT	1101	Fundamentals of Math	5	0	5		
SAF	1104	Shop Safety	1	0	1		
MAS	1101	General Masonry	2	9	5		
DFT	1110	Blueprint Reading:					
		Building Trades	5	0	5		
			18	12	22		
SECOND QUARTER							
ENG	1102	Communication Skills	3	0	3		
BUS	1120	Bookkeeping	3	0	3		
CAR	1102	Carpentry	6	18	12		
			12	18	18		
THIRD QUARTER							
BUS	1103	Small Business Operations	3	0	3		
PLU	1115	Plumbing	2	3	3		
CAR	1103	Carpentry	4	18	10		
			9	21	16		
FOURTH QUARTER							
PSY	1101	Human Relations	3	0	3		
CAR	1124	Painting and Decorating	1	6	3		
CAR	1104	Carpentry	2	9	5		
CAR	1105	Cabinetmaking and Framing	3	6	5		
			9	21	16		
Total Credit Hours					72		

LIGHT CONSTRUCTION

CURRICULUM BY QUARTERS

EVENING PROGRAM

			Theory	Shop	Credit
FIRST QUARTER					
MAS	1101	General Masonry	2	9	5
SAF	1101	Shop Safety	1	0	1
			3	9	6
SECOND QUARTER					
DFT	1110	Blueprint Reading—Bldg. Trades....	5	0	5
CAR	1101	Carpentry and Cost Estimating	2	3	3
MAT	1101	Fundamentals of Math	5	0	5
			12	3	13

			Theory	Shop	Credit
THIRD QUARTER					
CAR	1102A	Carpentry	3	9	6
ENG	1101	Reading Improvement	3	0	3
			6	9	9
FOURTH QUARTER					
CAR	1102B	Carpentry	3	9	6
ENG	1102	Communication Skills	3	0	3
			6	9	9
FIFTH QUARTER					
CAR	1103A	Carpentry	2	9	5
BUS	1103	Small Bus. Operations	3	0	3
			5	9	8
SIXTH QUARTER					
CAR	1103B	Carpentry	2	9	5
PLU	1115	Plumbing	2	3	3
BUS	1120	Bookkeeping	3	0	3
			7	12	11
SEVENTH QUARTER					
CAR	1104	Carpentry	2	9	5
PAD	1124	Painting and Decorating	1	6	3
			3	15	8
EIGHTH QUARTER					
CAR	1105	Cabinet Making & Framing	3	6	5
PSY	1101	Human Relations	3	0	3
			6	6	8
			Total Credit Hours 72		

*NOTE: Due to the nature of the Evening Program, all quarterly curriculum class schedules cannot be deviated from under any condition due to the nature of the problems associated with the overall scheduling process. The administration also reserves the right to give consideration in discontinuing a class or curriculum if a sufficient decline in enrollment is experienced or anticipated.

MARINE DIESEL MECHANICS

PURPOSE OF CURRICULUM

Marine Engine Mechanics are in demand along the coastal waterways of North Carolina and other states where fishing and water recreation industries exist. This is a rapidly growing industry in many areas of the country. Single boat operations to large fleets exist for sport and commercial fishing and various recreational activities. These boats use propulsion systems ranging from one-cylinder motors to large diesel units. These units require trained and skilled mechanics to maintain and service them for proper operation.

This program provides training for individuals interested in becoming mechanics to service and maintain the propulsion system for boats and various types of marine equipment. A thorough understanding of the operation principles of this equipment is provided through classroom instruction, laboratory experiments, group discussions, and shop practice.

JOB DESCRIPTION

Marine engines mechanics maintain and repair mechanical, electrical, hydraulic, and pneumatic equipment used on boats and in industrial applications. Mechanics inspect and test to determine the causes of faulty operation; repair or replace defective parts to restore the machine or unit to proper operating condition; use shop manuals, manufacturers' maintenance manuals, and other technical publications.

MARINE DIESEL MECHANICS

CURRICULUM BY QUARTERS

				Quarter Hours Credit	
FIRST QUARTER			Theory	Shop	
SAF	1105	Shop Safety	1	0	1
ENG	1101	Reading Improvement	3	0	3
MAT	1101	Fundamentals of Mathematics	5	0	5
DSL	1101	Internal Combustion Engines	4	15	9
DFT	1104	Schematics and Diagrams—			
		Power Mechanics	2	0	2
			<u>15</u>	<u>15</u>	<u>15</u>
					20
SECOND QUARTER					
ENG	1102	Communication Skills	3	0	3
BUS	1120	Bookkeeping	3	0	3
DSL	1102	Engine Electrical and Fuel Systems	7	12	11
DSL	1121	Basic Hydraulics	2	3	3
			<u>15</u>	<u>15</u>	<u>20</u>
THIRD QUARTER					
BUS	1103	Small Business Operations	3	0	3
DSL	1127	Marine Engine Servicing	3	12	7
DSL	1120	Marine Engine Basic Welding			
		Practices	2	3	3
DSL	1128	Marine Power Train System	1	6	3
			<u>9</u>	<u>21</u>	<u>16</u>
FOURTH QUARTER					
PSY	1101	Human Relations	3	0	3
DSL	1129	Marine Auxiliary Equipment	3	12	7
DSL	1131	Marine Propulsion System			
		Servicing	3	9	6
			<u>9</u>	<u>21</u>	<u>16</u>
Total Credit Hours					72

MEDICAL OFFICE ASSISTANT

PURPOSE OF CURRICULUM

The one-year Medical Office Assistant curriculum provides classroom study, as well as on-the-job practice, under the direct supervision of a doctor and a medical assistant. These experiences are planned and coordinated by the program faculty. The medical office assistant receives a diploma upon satisfactory completion of the program and is trained to assist the licensed physician in his office or in a hospital out-patient department. The graduate may qualify for examination for certification by the American Association of Medical Assistants (CMA).

MEDICAL OFFICE ASSISTANT

CURRICULUM BY QUARTERS

			Theory	Lab	Quarter Hours Credit
FIRST QUARTER					
MOA 103	Orientation to Medical Office				
	Assisting	3	0	3	
BUS 141	Medical Terminology and				
	Vocabulary I	1	2	2	
BUS 102	Typing I	2	3	4	
ENG 101	English I	3	0	3	
BIO 1111	Basic Health Science	3	4	5	
		12	9	17	
SECOND QUARTER					
BUS 142	Medical Terminology and				
	Vocabulary II	1	2	2	
BUS 120	Accounting	5	2	6	
BUS 103	Typing II	3	2	4	
ENG 102	English II	2	0	2	
PSY 112	Personality Development	3	0	3	
BUS 218	Medical Law, Ethics, and				
	Economics	3	0	3	
		17	6	20	
THIRD QUARTER					
BUS 143	Medical Terminology and				
	Vocabulary III	1	2	2	
MOA 201	MOA Administrative Procedures	2	4	4	
MED 1105	Examination Room Procedures	3	6	5	
MED 1106	Laboratory Procedures	2	6	4	
		8	18	15	
FOURTH QUARTER					
MOA 202	Medical Office Assisting Practicum.....	0	24	8	
MOA 203	Medical Assisting Seminar	0	0	4	
EDP 104	Introduction to Data Processing				
	Systems	3	2	4	
		7	26	16	
Total Credit Hours					68

PRACTICAL NURSE EDUCATION

PURPOSE OF THE CURRICULUM

The curriculum provides the qualified students with the opportunity to prepare for participation in the care of patients of all ages, in various stages of dependency and with a variety of illness conditions.

Throughout the one-year program, the student is expected to continuously acquire knowledge and understanding related to nursing and the biological and social sciences. She is to develop skills related to nursing practice, communication, interpersonal relations and the use of good judgment.

Evaluation of student performance consists of tests on all phases of course content, independent work, and the student's adjustments to the responsibility of nursing.

Clinical experiences are provided by three affiliating agencies: Carteret General Hospital, Harbor View Nursing Home located in Morehead City, and in the U. S. Naval Hospital located at Cherry Point, N. C.

JOB DESCRIPTION

The licensed practical nurse is prepared to function in a variety of situations: hospitals of all types, nursing homes, clinics, doctors' and dentists' offices, and in some public health facilities. In all situations, the LPN functions under supervision of a registered nurse and/or licensed physician. The supervision may be minimal in situations where the patient's condition is stable and not complex, or it may consist of continuous direction in situations requiring the knowledge and skills of the registered nurse or physician. In the latter situation, the LPN may function in an assisting role in order to avoid assuming responsibility beyond that for which the program can prepare the individual.

LICENSING EXAMINATION

Graduates of accredited programs of practical nurse education are eligible to take the licensing examinations given by the North Carolina Board of Nursing. The Licensed Practical Nurse applies for licensure in other states on the basis of a satisfactory examination score, in most cases, without repeating the examination.

ACADEMIC REQUIREMENTS

Successful completion of all courses with no nursing grade lower than "C" and no other associated grade lower than "D" in order to register for the following quarter in good standing.

If the grade "D" is obtained in any nursing course the student enters the following quarter on a probationary status. No student may return on probationary status for a second quarter. In order to graduate from the practical nurse program the student is required to have a "C" average in each course taken in the fourth quarter in addition to an overall "C" or 2.0 grade point average.

PRACTICAL NURSE EDUCATION

CURRICULUM BY QUARTERS

				Theory	Lab	Quarter Hours Credit
FIRST QUARTER						
NUR	1011	Anatomy and Physiology -----	7	0	7	
NUR	1013	Fundamentals of Nursing -----	10	8	14	
ENG	1015	Communication Skills for Practical Nurses -----	3	0	3	
NUR	1012	Nurses' Math -----	2	0	2	
				22	8	26
SECOND QUARTER						
NUR	1021	Medical-Surgical Nursing I -----	8	0	8	
NUR	1022	Pediatrics I -----	2	0	2	
NUR	1023	Obstetrics I -----	2	0	2	
NUR	1024	Clinical Practice I -----	0	19	6	
NUR	1025	Nutrition -----	2	0	2	
				14	19	20
THIRD QUARTER						
NUR	1031	Medical-Surgical Nursing II -----	6	0	6	
NUR	1032	Pediatrics II -----	2	0	2	
NUR	1033	Obstetrics II -----	2	0	2	
NUR	1034	Clinical Practice II -----	0	24	8	
NUR	1035	Pharmacology -----	2	0	2	
				12	24	20
FOURTH QUARTER						
NUR	1041	Medical-Surgical Nursing III -----	8	0	8	
NUR	1042	Pediatrics III -----	2	0	2	
NUR	1043	Clinical Practice III -----	0	24	8	
NUR	1044	Practical Nursing -----	2	0	2	
				12	24	20
				Total Credit Hours 86		

WELDING

PURPOSE OF CURRICULUM

This curriculum was developed to fill the tremendous need for welders in North Carolina. The recently completed Manpower Survey shows quite clearly that many welders will be needed annually to fill present and projected vacancies in the state.

The curriculum is designed to give students sound understandings of the principles, methods, techniques, and skills essential for successful employment in the welding field and metals industry.

The field of welding offers a person prestige, security, and a future of continuous employment with steady advancement. It offers employment in practically every industry: shipbuilding, automotive, aircraft, guided missiles, railroads, construction, pipe fitting, radio, and many others.

JOB DESCRIPTION

Welders join metals by applying heat and sometimes pressure, to melt the edges to form a permanent bond. Closely related to welding is "Oxygen cutting." Of the more than 35 different ways of welding metals, arc, gas, and resistance welding are the three most important.

The principal duty of the welder using manual techniques is to control the melting by direct heat, from electric arc or gas welding torch, and to add filler metal where necessary to complete the joint. He should possess a great deal of manipulative skill with a knowledge of jigs, welding symbols, mathematics, basic metallurgy, and blueprint reading.

WELDING

CURRICULUM BY QUARTERS

					Theory	Shop	Quarter Hours Credit
FIRST QUARTER							
ENG	1101	Reading Improvement	3	0	3		
MAT	1101	Fundamentals of Mathematics	5	0	5		
SAF	1106	Safety Practices	1	0	1		
DFT	1117A	Blueprint Reading	2	0	2		
WLD	1120	Oxyacetylene	4	15	9		
			15	15	20		
SECOND QUARTER							
ENG	1102	Communication Skills	3	0	3		
BUS	1120	Bookkeeping	3	0	3		
DFT	1117B	Blueprint Reading	1	0	1		
WLD	1121	Arc Welding	3	9	6		
WLD	1122	Commercial & Industrial Practices	2	9	5		
			12	18	18		

THIRD QUARTER

BUS 1103	Small Business Operations	3	0	3
DFT 1118	Pattern Development & Layout	1	3	2
WLD 1123	Inert, Gas, Mig, & Tig	1	6	3
WLD 1124A	Pipe Welding	4	12	8
		9	21	16

FOURTH QUARTER

PSY 1101	Human Relations	3	0	3
MEC 1112	Machine Shop Processes	0	6	2
WLD 1112	Mechanical Testing & Inspection	1	3	2
WLD 1124B	Pipe Welding	3	6	5
WLD 1125	Certification Practices	2	6	4
		9	21	16

Total Credit Hours 70

WELDING**CURRICULUM BY QUARTERS****EVENING PROGRAM**

		Theory	Shop	Quarter Hours Credit
FIRST QUARTER (Spring Quarter)				
ENG 1101	Reading Improvement	3	0	3
MAT 1101	Fundamentals of Mathematics	5	0	5
JST 1101	Safety Practices	1	0	1
DFT 1117A	Blueprint Reading	2	0	2
WLD 1120	Oxyacetylene	4	15	9
		15	15	20
SECOND QUARTER (Summer Quarter)				
ENG 1102	Communication Skills	3	0	3
BUS 1120	Bookkeeping	3	0	3
DFT 1117B	Blueprint Reading	1	0	1
WLD 1121	Arc Welding	3	9	6
WLD 1122	Commercial and Industrial Practices	2	9	5
		12	18	18
THIRD QUARTER (Fall Quarter)				
BUS 1103	Small Business Operations	3	0	3
DFT 1118	Pattern Development and Layout	1	3	2
WLD 1123	Inert, Gas, Mig, and Tig	1	6	3
WLD 1124A	Pipe Welding	4	21	8
		9	21	16
FOURTH QUARTER (Winter Quarter)				
PSY 1101	Human Relations	3	0	6
MEC 1112	Machine Shop Processes	0	6	2
WLD 1112	Mechanical Testing and Inspection	1	3	2
WLD 1124B	Pipe Welding	3	6	5
WLD 1125	Certification Practices	2	6	4
		9	21	16

Total Credit Hours 70

*NOTE: Due to the nature of the Evening Program, all quarterly curriculum class schedules cannot be deviated from under any condition due to the nature of the problems associated with the overall scheduling process. The administration also reserves the right to give consideration in discontinuing a class or curriculum if a sufficient decline in enrollment is experienced or anticipated.

CERTIFICATE PROGRAMS



NURSES' ASSISTANT

PURPOSE OF CURRICULUM

The continuing shortage of nursing personnel has created need for a nurses' assistant who is prepared to perform those duties associated with patient care and ward management which require only limited educational preparation.

This course is designed for approximately 330 hours of instruction consisting of classroom, laboratory, and clinical experiences. Clinical practice increases progressively throughout the course. All clinical assignments are planned and supervised by the teacher so that students will learn to apply classroom learnings to hospital practice. Insofar as possible, the student should develop during the course acceptable skill in performance of nursing procedures included in the outline.

COURSE DESCRIPTION

This program is designed to prepare qualified men and women to give effective nursing care to selected patients, to make and report observations, and to carry out routine aspects of ward management. Classroom teaching is centered around modern concepts of health, functional relationship within a hospital, fundamentals of effective interpersonal relations, and nursing procedures related to daily needs of patients and to common therapeutic measures. Throughout the course, emphasis is given to the role of the nurses' assistant. Clinical experiences provide opportunities for applying classroom learning to practice in the hospital setting.

COURSE CONTENTS

CHAPTER 1—Orientation

Functions of Hospitals and the Health Care Professions—What You Will Do in Your Job—The Nursing Aid—Part of a Team—Rules to Follow—The Patients You Will Care For

CHAPTER 2—Introduction to the Patient

Personal Qualities of the Nursing Aide—Relationships With Patients—Relationships with Visitors—Answering the Patient Call—Communicating with Patients and Others—Observing and Reporting—Basic Human Anatomy

CHAPTER 3—Your Working Environment—1

Cleanliness in the Health Care Institution—Washing Your Hands—Principles of Disinfection and Sterilization—Techniques of Disinfection—Control of Pests

CHAPTER 4—Your Working Environment—2

Equipment—Safety—Fire Safety—Caring for Supplies and Equipment—Disposables—Supplies and Small Equipment—Large Equipment

CHAPTER 5—The Patient's Unit—Making the Unoccupied Bed

Typical Patient Unit Arranging the Patient's Unit—The Discharge Unit—Making the Unoccupied Bed—Closed and Open

CHAPTER 6—Lifting Moving, and Transporting Patients—Making the Occupied Bed

Anatomy of Skeletal System—The Bones—Anatomy of the Muscular System—Body Mechanics—Lifting and Moving the Patient in Bed—Making the Occupied Bed—Transporting a Patient

CHAPTER 7—Personal Care of the Patient

Care of the Patient's Mouth—Helping the Patient to Bathe—The Back Rub—Changing the Patient's Gown—Shampooing the Patient's Hair—Morning Care—Care of the Patient's Skin

CHAPTER 8—Food Service

Nutrition—Anatomy of the Digestive System—A Well-Balanced Diet—Nutrition for the Patient—Feeding the Patient—The Importance of Mealtime—Feeding the Helpless Patient—Extra Nourishment—Distributing (Passing) Drinking Water to Patients

CHAPTER 9—Special Treatments—Fluids and Wastes

Fluid Balance—Measuring Fluid Intake—Forcing and Restricting Fluids—Fluid Output—Anatomy of the Urinary System—Specimen Collection—Catheters, Tubes and Tubing—Taking Fluids Out of the Body—Rectal Treatments—The Vaginal Douche

CHAPTER 10—Observing and Recording the Vital Signs

Vital Signs—Anatomy of the Respiratory System—Anatomy of the Circulatory System—Taking a Patient's Temperature—Taking the Pulse—Taking Respirations—Recording TPR's—Graphic Chart—Taking Blood Pressures—Patient Care Records

CHAPTER 11—Patient Admission, Transfer, and Discharge

Receiving the Patient—Admitting the Patient—Transferring the Patient—Discharging the Patient

CHAPTER 12—Physical Examinations

The Examination as Part of Patient Care—Sequence of the Examination—Draping and Positioning the Patient

CHAPTER 13—Heat and Cold Applications

General Purposes and Procedures—Heat Applications—Cold Applications

CHAPTER 14—Preoperative Nursing Care

Preparing the Patient for Surgery—Preparation the Evening Before Surgery—Preparation the Morning of Surgery—Preoperative Shaving of the Patient

CHAPTER 15—Postoperative Nursing Care

Caring for the Postoperative Patient—The Use of Binders

CHAPTER 16—The Patient in Isolation

Communicable Diseases—Isolation Techniques—Special Areas for Precautions—Isolation Precautions and Procedures

CHAPTER 17—Care of the Dying Patient

The Patient's Emotional Needs—The Patient's Family—Nursing Care—Signs of Approaching Death—Postmortem Care

CHAPTER 18—Review

Accomplishments—Reviewing for an Examination—Continuing to Learn

OUTBOARD MOTOR REPAIR

PURPOSE OF CURRICULUM

Outboard Motor Mechanics are in demand along the coastal waterways of North Carolina and the United States where fishing and water recreation industries exist. The repair of outboard motors is a fast-growing industry. Boats use outboard motors from 1½ H.P. to 150 H.P. Such motors need skilled mechanics to maintain and service them.

This program provides training for mechanics through classroom instruction, laboratory experiments, and shop practice.

JOB DESCRIPTION

Outboard motor mechanics maintain and repair ignition, carburetion, power head assembly, lower units, electric, manual, hydraulic shifts, water pump assembly, and stern drives.

Mechanics inspect and test to determine the cause of faulty operation. They repair or replace defective parts to restore the motor to proper operating condition and use shop manuals and other technical publications.

OUTBOARD MOTOR REPAIR

CURRICULUM BY QUARTERS

			Theory	Shop	Quarter Hours Credit
OMR	1101	Internal Combustion Engine.....	1	6	3
OMR	1102	Carburetor and Ignition	1	6	3
OMR	1103	Engine Design	1	6	3
OMR	1104	Lower Unit Construction	1	6	3
OMR	1105	Engine Cooling System and Exhaust Construction	1	6	3
OMR	1106	Outboard Installation and Construction	1	6	3
OMR	1107	Electric Starters, Generators, and Alternators	1	6	3
OMR	1108	Outdrives and Electric Tile	1	6	3
Total Credit Hours					24

COURSE DESCRIPTIONS



AIR CONDITIONING

	Theory	Lab	Quarter Hours Credit
AHR 1101—Auto Air Conditioning Repair	2	3	3
General introduction to the principles of refrigeration, study of the assembly of the components and connections necessary in the mechanisms, the methods of operation and control, proper handling of refrigerants in charging system. Prerequisite: None.			
AHR 1103—Controllers and Motors	5	0	5
The student after classroom instruction will wire controllers to electric motor, put pull in relays on compressors, and trace wiring systems out according to wire-up systems. Prerequisite: None.			
AHR 1116—Psychrometric Chart Reading	1	0	1
The student will after classroom instruction, read the psychrometric chart. Study psychrometric terms along with a sling psychrometer, work problems on the chart, wet bulb temperature, relative humidity, grains of moisture, and dewpoint temperature. Prerequisite: None.			
AHR 1120—Air Conditioning and Refrigeration Basic Welding Practices	2	3	3
Welding demonstrations by instructor and practices by students on copper weld, soft soldering, silver soldering, brazing tubing fittings, and special problems in low temperature operations designed to improve the students ability to assemble air conditioning systems. Prerequisite: None.			
AHR 1121—Principles of Refrigeration	8	9	11
An introduction to the principles of refrigeration, terminology, the use and care of tools and equipment, and the identification and the function of the component parts of a system. Other topics to be included will be the basic laws of refrigeration; characteristics and comparison of the various refrigerants; the use and construction of valves, fittings, and basic controls. Practical work includes tube bending, flaring, and soldering. Standard procedures and safety measures are stressed in the use of special refrigeration service equipment and the handling of refrigerants. Prerequisite: None.			
AHR 1122—Domestic and Commercial Refrigeration	3	9	6
Domestic refrigeration servicing of conventional, hermetic, and absorption systems. Cabinet care, controls, and system maintenance in domestic refrigerators, freezers, and window air conditioning units is stressed. Commercial refrigeration servicing of display cabinets, walk-in cooler and freezer units, and mobile refrigeration systems are studied. The use of manufacturer's catalog in sizing and matching system components and a study of controls, refrigerants, servicing methods are studied. The American Standard Safety Code for Refrigeration is studied and its principles practiced. Prerequisite: AHR 1121.			
AHR 1123—Principles of Air Conditioning	4	9	7
Work includes the selection of various heating, cooling, and ventilating systems, investigation and control of factors affecting air cleaning, movement, temperature, and humidity. Use is made of psychrometric charts in determining needs to produce optimum temperature and humidity control. Commercial air conditioning equipment is assembled and tested. Practical sizing and balancing of duct work is performed as needed. Prerequisite: AHR 1122.			

			Quarter Hours Credit
AHR 1124—Air Conditioning and Refrigeration	Theory	Lab	
	4	9	7

Emphasis is placed on the installation, maintenance, and servicing of equipment used in the cleaning, changing, humidification, and temperature control of air in an air conditioned space. Installation of various ducts and lines needed to connect various components is made. Shop work involves burner operation, controls, testing and adjusting of air conditioning and refrigeration equipment, and location and correction of equipment failure. Prerequisite: AHR 1123.

AHR 1125—Heating Oil and Gas Burners	2	6	4
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The student will, after classroom instruction, identify and disassemble all components of the vapor type heating unit. The student will, after instruction, adjust the cut off and fuel pressure of an oil burner fuel pump. The student will, after instruction, identify and demonstrate by drawing all components of an oil burner. (gun type). The student will, after classroom instruction, locate and correct five troubles placed on the electric heat trainer. (Provided trainers are received). The student will, after classroom instruction, locate and correct five troubles placed on the gas heater trainer. (Provided trainers are received). The student will, after classroom instruction, locate and correct five troubles placed on the oil burner trainer. (Provided trainers are received). Prerequisite: None.

AHR 1126—All Year Comfort Systems	3	6	5
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Auxiliary equipment used in conjunction with refrigeration systems to provide both heating and cooling for "all year" comfort will be studied and set up in the laboratory. Included will be oil-fired systems, gas-fired systems, water-circulating systems, and electric-resistance systems. Installation of heat pumps will be studied along with servicing techniques. Reversing valves, special types of thermostatic expansion valves, systems of deicing coils, and electric wiring and controls are included in the study. Prerequisite: AHR 1123, AHR 1128.

AHR 1128—Automatic Controls	3	6	5
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Types of automatic controls and their function in air conditioning systems. Included in the course will be electric and pneumatic controls for domestic and commercial cooling and heating; zone controls, commercial refrigeration controls, and radiant panel controls. Prerequisite: ELC 1102, AHR 1122.

AUTOMOTIVE MECHANICS

AUT 1101—Internal Combustion Engine	3	15	8
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Development of a thorough knowledge and ability in using, maintaining, and storing the various hand tools and measuring devices needed in engine repair work. Study of the construction and operation of components of internal combustion engines. Testing of engine performance, servicing and maintenance of pistons, valves, cams and camshafts, fuel and exhaust systems, cooling systems, proper lubrication, and methods of testing diagnosing and repairing. Prerequisite: None.

AUT 1102—Engine Electrical and Fuel Systems	3	12	7
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A thorough study of the electrical and fuel systems of the automobile. Battery cranking mechanisms, generator, ignition, accessories and wiring, fuel pumps, carburetors, and fuel injectors. Characteristics of fuels, types of fuel systems, special tools, and testing equipment for the fuel and electrical system. Prerequisite: AUT 1101.

			Quarter Hours Credit
AUT 1120—Automotive Basic Welding Practices	Theory 2	Lab 3	3
Welding demonstrations by instructor and practices by students on copper weld, soft soldering, silver soldering, brazing tubing fittings, and special problems in low temperature operations designed to improve the students ability in automotive welding and assembling. Prerequisite: None.			
AUT 1121—Basic Hydraulics	1	3	2
Theory and application of hydraulics systems. A study of pumps, lines, and valves used with equipment for marine and automotive applications. Prerequisite: None.			
AUT 1122—Braking System	2	3	3
A complete study of various braking systems employed on automobiles and light-weight trucks. Emphasis is placed on how they operate, proper adjustment, and repair. Prerequisite: AUT 1121.			
AUT 1123—Auto Chassis and Suspension System	4	9	7
Principles and functions of the components of automotive chassis. Practical job instruction on adjusting and repairing of suspension and steering systems. Units to be studied will be shock absorbers, springs, steering systems, steering linkage, and front end alignment. Prerequisite: AUT 1102.			
AUT 1124—Automotive Power Train System	4	9	7
Principles and functions of automotive power train systems: clutches, transmission, gears, torque converters, drive shaft assemblies, rear axles and differentials. Identification of troubles, servicing, and repair. Prerequisite: AUT 1123.			
AUT 1125—Automotive Servicing	3	6	5
Emphasis is on the shop procedures necessary in determining the nature of troubles developed in the various component systems of the automobile. Troubleshooting of automotive systems, providing a full range of experiences in testing, adjusting, repairing, and replacing. Prerequisite: AUT 1123, AUT 1121, AHR 1101.			

BIOLOGY

BIO 100—Introduction to Microbiology	3	2	4
Study of current information about fundamentals of microbiology in such areas as types of microorganisms and their identification, sterilization and pathogenic organisms. Selected laboratory assignments to demonstrate these principles. Prerequisite: ADN Student.			
BIO 107—Anatomy and Physiology I	3	2	4
Students will be introduced in lecture to normal structure and function on a cellular level and will utilize this knowledge in gaining an understanding of the organization and function of the human body on tissue, organ, and organ system levels. When relevant, clinical applications are briefly made of such acquired knowledge, e.g., relation of information to basic pathological states. Prerequisite: None.			
BIO 108—Anatomy and Physiology I	3	2	4
A continuation of BIO 107 with emphasis on the vascular system, respiratory system, digestive system, urinary system, fluid and electrolyte balance, endocrine system, and the reproductive system. Prerequisite: BIO 107.			

	Theory	Lab	Quarter Hours Credit
BIO 110—Anatomy and Physiology I	4	2	5
Advanced course dealing with the structure and functions of the human body. The skeletal, muscular, nervous, endocrine, circulatory, digestive, urinary, and reproductive systems. Blood study and testing urinalysis dissection of representative vertebrate animals, and physiological experiments. Prerequisite: ADN Student.			
BIO 111—Anatomy and Physiology II	4	2	5
A continuation of BIO 110. Prerequisite: BIO 110, ADN Student.			
BIO 111—Microbiology (Respiratory Therapy)	3	2	4
This is a one-quarter course designed to provide an understanding of microbiological principles and applications. Emphasis is placed on microbial classifications, structure and function, host-parasite relationships, and relations to man. Laboratory sessions are concerned with principles of identification, slide techniques, culture methods, and sterile procedures. Prerequisite: None.			
BIO 115—Medical Terminology	1	0	1
The first of a series of two courses in which the student is introduced to terms related to all areas of medical science, hospital service, and paramedical specialties. Terms introduced parallel the topics covered in Anatomy and Physiology I.			
BIO 212—Pathology	3	0	3
This course deals with the study of disease. The student will be taught the cause, pathogenesis, occurrence, complications, and prognosis of common diseases. Prerequisite: BIO 108, BIO 111.			
BIO 1111—Basic Health Science	3	4	5
This course is designed to give the student an understanding of basic science principles and their relationships to health. The course includes study of the structure and function of the human body, principles of food and nutrition, and selected principles of microbiology. Prerequisite: None.			

BUSINESS

BUS 101—Introduction to Business	3	0	3
A survey of the business world with particular attention devoted to the structure of the various types of business organizations, methods of financing, internal organizations and management. Prerequisite: None.			
BUS 102—Typing I	3	2	4
Introduction to the touch typewriting system with emphasis on correct techniques, mastery of the keyboard, simple business correspondence, tabulation, and manuscripts. Students may be exempt from this course and receive credit for it by passing a proficiency test. Prerequisite: None.			
BUS 103—Typing II	3	2	4
Instruction emphasizes the development of speed and accuracy with further mastery of correct typewriter techniques. These skills and techniques are applied in tabulation, manuscripts, correspondence, and business forms. Prerequisite: BUS 102 or equivalent. Beginning speed requirement, 30 words per minute for three minutes.			

	Theory	Lab	Quarter Hours Credit
BUS 104—Typing III	3	2	4
Emphasis on production typing problems and speed building. Attention to the development of the student's ability to function as an expert typist, producing mailable copies. The production units are tabulation, manuscript, correspondence, and business forms. Prerequisite: BUS 103 or equivalent. Minimum speed requirement, 45 words per minute for five minutes.			
BUS 106—Beginning Shorthand	3	2	4
A beginning course in the theory and practice of reading and writing shorthand. Emphasis on phonetics, penmanship, word families, brief forms, and phrases. Students may be exempted from this course and receive credit for it by passing a proficiency test. Prerequisite: None.			
BUS 107—Shorthand II	3	2	4
Continued study of theory with greater emphasis on dictation and elementary transcription. Prerequisite: BUS 106 or equivalent.			
BUS 108—Shorthand III	3	2	4
Theory and speed building. Introduction to office-style dictation. Emphasis on development of speed in dictation and accuracy in transcription. Prerequisite: BUS 107.			
BUS 110—Office Machines	3	2	4
Students will receive training in techniques, processes, operation, and application of the ten-key adding machine, electronic calculator, printing calculator, and full-key adding machine. Prerequisite: MAT 110.			
BUS 112—Filing	3	0	3
Fundamentals of indexing and filing, combining theory and practice by the use of miniature letters, filing boxes and guides. Alphabetic, geographic, subject, and chronological methods are studied. Prerequisite: None.			
BUS 115—Business Law I	3	0	3
A general course designed to acquaint the student with certain fundamentals and principles of business law, including contracts, negotiable instruments, and agencies. Prerequisite: None.			
BUS 116—Business Law II	3	0	3
Includes the study of laws pertaining to bailments, sales, risk-bearing, partnership-corporation, mortgages, and property rights. Prerequisite: Bus 115.			
BUS 120—Accounting I	5	2	6
Principles, techniques, and tools of accounting, for understanding of the mechanics of accounting. Collecting, summarizing, analyzing, and reporting information about service and mercantile enterprises, to include application of the principles learned. Prerequisite: MAT 110.			
BUS 121—Accounting II	5	2	6
Partnership and corporation accounting including a study of payroll, federal, and state taxes. Emphasis is placed on the recording, summarizing, and interpreting data for management control rather than on bookkeeping skills. Accounting services are shown as they contribute to the recognition and solution of management problems. Prerequisite: BUS 120.			

			Quarter Hours Credit
BUS 141—Medical Terminology and Vocabulary I	Theory	Lab	
	1	2	2
A study of the structure of medical words and terms. Emphasis is placed on spelling and defining commonly used prefixes, suffixes, root words, and their combining forms. Prerequisite: None.			
BUS 142—Medical Terminology and Vocabulary II	1	2	2
A continuation of BUS 141 with greater emphasis on an understanding of terminology and its use in the medical office. Anatomical body parts, diseases, operations, tumors, drugs, and descriptive terms are emphasized by analysis of the terms and structure of the words. Prerequisite: BUS 141.			
BUS 143—Medical Terminology and Vocabulary III	1	2	2
Continuation of BUS 142 with greater emphasis on an understanding of terminology and its use in the medical office. Anatomical body parts, diseases, operations, tumors, drugs, and descriptive terms are emphasized by analysis of the terms and structure of the words. Prerequisite: BUS 141 and BUS 142.			
BUS 203—Business Communication	3	0	3
Develops skills in techniques in writing business communications. Emphasis is placed on writing action-getting sales letters, business reports; summaries of business conferences; and letters involving credit, collection, adjustment, complaint, orders, acknowledgement, remittances, and inquiry. Prerequisite: ENG 102.			
BUS 205—Typing IV	3	2	4
Emphasis is placed on the development of individual production rates. The student learns the techniques needed in planning and in typing projects that closely approximate the work appropriate to the field of study. These projects include review of letter form, methods of duplication, statistical tabulation. Minimum speed requirement, 50 words per minute for five minutes. Prerequisite: BUS 104.			
BUS 206—Dictation and Transcription	3	2	4
Develops the skill of taking dictation and of transcribing at the typewriter materials appropriate to the course of study, which includes a review of the theory and the dictation of familiar and unfamiliar material at varying rates of speed. Minimum dictation of 80 words per minute required for five minutes on new material. Prerequisite: BUS 108.			
BUS 207—Dictation and Transcription	3	2	4
Covering materials appropriate to the course of study, the student develops the accuracy, speed, and vocabulary that will enable her to meet the stenographic requirements of business and professional offices. Minimum dictation rate of 90 words per minute required for five minutes on new material. Prerequisite: BUS 206.			
BUS 208—Dictation and Transcription	3	2	4
Principally a speed building course, covering materials appropriate to the course of study, with emphasis on speed as well as accuracy. Minimum dictation rate of 100 words per minute required for five minutes on new material. Prerequisite: BUS 207.			

	Theory	Lab	Quarter Hours Credit
BUS 210—Office Procedures	3	2	4
Responsibilities encountered by the secretary during the work day are presented in this course. These responsibilities include the following: receptionist duties, handling the mail, telephone techniques, travel information, telegrams, office records, purchasing of supplies, office organization, human relations, and administrative responsibilities. Prerequisite: BUS 104.			
BUS 211—Duplicating Machines	3	0	3
Student receives instruction in the operation of the mimeograph machine, spirit duplicator, offset press, Thermofax, and A.B. Dick 310 and 675. Machine transcription is introduced with emphasis on the mailable letter. Prerequisite: BUS 103.			
BUS 213—Professional Executive Typewriting	2	2	3
Simulated office assignments are given in order to develop self-confidence in the skillful handling of materials and typewriter. Speed and accuracy are stressed, with emphasis placed on production work through projects on executive level proficiency standards. This includes an understanding of principles involved in planning both routine and unusual typewriting tasks. Prerequisite: Typewriting BUS 205.			
BUS 216—Office Simulation	3	2	4
This course is a full-scale simulation for second year students only. The students operate a model office and perform as office employees. By actually conducting the many business operations such as buying, selling, bookkeeping, and tax work, the student has an opportunity to develop an understanding of the overall office operation and how each part is dependent upon the other. The simulation covers the three office systems that are central to any office operation: sales, purchasing, and cash control. Prerequisite: Open only to sixth quarter students.			
BUS 218—Medical, Law, Ethics, and Economics	3	0	3
Designed to acquaint the student with the legal aspects of medical practice acts, the relationship of physician, patient, professional liabilities and types of medical practice. Basic principles of medical economics are included. Prerequisite: None.			
BUS 220—Salesmanship	3	0	3
An introduction to salesmanship. The role of the salesman in our economy is discussed. Emphasis is placed on personal selling, both industrial and retail. An understanding of buyer behavior and the communication process is stressed. Prerequisite: BUS 101 and ENG 103.			
BUS 221—Advertising	3	0	3
Gives the student the tools that will help solve the problems encountered in the field of advertising. Emphasis is placed on the advertising task at the local level stressing creative rather than the technical side of advertising. The student is expected to produce simple, yet effective, print and broadcast copy. Prerequisite: ENG 103, BUS 101, and BUS 116.			
BUS 224—Finance	3	0	3
Financing federal, state, and local government and the ensuing effects upon the economy. Factors affecting the supply of funds, monetary, and credit policies. Prerequisite: BUS 121 and BUS 229.			

	Theory	Lab	Quarter Hours Credit
BUS 225—Cost Accounting	3	0	3
A study of cost analysis of business operations with emphasis on profitability and application of various business operations. Prerequisite: BUS 121.			
BUS 228—Payroll Taxes	3	0	3
This course is designed to acquaint the student with the various phases of the Social Security Act, federal, state, and local laws relating to payment of wages and salaries. Provides practice in all payroll operations; the recording of accounting entries involving payroll and the preparation of payroll tax returns required of business. Prerequisite: BUS 120.			
BUS 229—Business Taxes Management	5	0	5
Application of federal and state taxes to various businesses and business conditions. A study of the following taxes: income, payroll, intangible, capital gains, sales and use, excise, and inheritance. Prerequisite: MAT 113.			
BUS 232—Promotion Development	3	2	4
This course presents promotion as a part of marketing strategy. It includes the study of consumer behavior, personal selling, advertising, communication and promotion management. Prerequisite: BUS 203.			
BUS 235—Business Management	3	0	3
Principles of business management including overview of major functions of management, such as planning, staffing, controlling, directing, and financing. Clarification of the decision-making function. Role of management in business qualifications and requirements. Prerequisite: BUS 101, BUS 120.			
BUS 239—Marketing	3	0	3
A general survey of the field of marketing, with a detailed study of the functions, policies, and institutions involved in the marketing process. Prerequisite: BUS 116 and MAT 113.			
BUS 247—Insurance	3	0	3
The purpose of this course is to give the student a basic understanding of the various types of insurance. The student studies the fundamentals of insurance contracts, major property and liability contracts, and life and health insurance. The student will be able to apply the knowledge gained in this course in his business and in his private life. Prerequisite: None.			
BUS 260—Real Estate (Elective)	3	0	3
An introduction to the study of real estate. A study of the complexities and ramifications of real estate operations on a state and inter-state basis. Prerequisite: BUS 101, BUS 113, ENG 103.			
BUS 268—Money and Banking	3	0	3
A study of the principles of Commercial and Central Banking: marketing and income theory; monetary and fiscal policy; and international monetary relations as they apply to small business operations. Prerequisite: BUS 225 and BUS 229.			
BUS 271—Personnel Management	3	0	3
Course designed to acquaint students with supervisory problems, with emphasis on the problem-solving process. Suggested solutions concerning personnel management and operation of a personnel department. Emphasis is placed on the scientific management of manpower through personnel policies pertaining to recruitment,			

	Theory	Lab	Quarter Hours Credit
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selection, placement, training, promotion, health, safety, and employee services. Prerequisite: BUS 101, BUS 116, ENG 103.

BUS 283—Terminology and Vocabulary	3	0	3
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This course is designed to expand the student's vocabulary and improve his spelling. Through the use of records, handouts, and observations made in outside reading, the student is introduced to approximately two hundred words. The student also learns four basic spelling rules and is required to master a 250 word list of commonly misspelled words. Prerequisite: None.

BUS 291—Topical Problems in Business	3	0	3
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This course is designed to encourage the student to observe day-to-day current business events. Economic theories and social problems related to businesses are studied. Student participation in the discussion of these issues is required. Prerequisite: BUS 101, ECO 102.

BUS 1103—Small Business Operations	3	0	3
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An introduction to the business world, problems of small business operation, basic business law, business forms, and records, financial problems, ordering and inventorying, layout of equipment and offices, methods of improving businesses, and employer-employee relations. Prerequisite: None.

BUS 1120—Bookkeeping	3	0	3
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Principles, techniques and tools of accounting, for understanding of the mechanics of accounting—collecting, summarizing, analyzing, and reporting information about service and mercantile enterprises, to include practical application of the principles learned. Prerequisite: MAT 1101.

CARPENTRY

CAR 1101—Carpentry and Cost Estimating	2	3	3
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A brief history of carpentry and present trends of the construction industry. The course will involve operation care and safe use of carpenters' handtools and power tools in cutting, shaping, and joining construction materials used by the carpenter. Major topics of study will include theoretical and practical applications involving: materials and methods of construction, building layouts, preparation of site, footings, and foundation wall construction including form construction and erection, and cost estimating of materials. Prerequisites: None.

CAR 1102—Carpentry	6	18	12
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Practical applications in rough carpentry which consists of: framing, roofing, window and exterior door installation, exterior wall covering, and exterior trim. Prerequisite: CAR 1101, DFT 1110, DFT 1111.

CAR 1103—Carpentry	4	18	10
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Cabinet making and millwork as performed by the general carpenter for building construction. Use of shop tools and equipment will be emphasized in learning methods of construction of millwork and cabinetry. Practical applications will include measuring, layout, and construction of: base and wall cabinets, built-in desk, door and window frames, stairs, and interior and exterior cornice and trim. Materials and finishes will also be studied. Prerequisite: CAR 1101, CAR 1102, DFT 1110, DFT 1111.

	Theory	Lab	Quarter Hours Credit
CAR 1104—Carpentry	2	9	5
Exterior and interior trim and finish carpentry will complete the general carpentry program. Included will be materials and methods used in finishing carpentry such as: exterior cornice, door and window trim; interior flooring, door and window facing, moldings, and cornice construction; installation of hardware; and installation of built-in equipment and cabinets. Prerequisite: CAR 1101, CAR 1102, CAR 1103, DFT 1110, DFT 1111.			
CAR 1105—Cabinetmaking & Framing	3	6	5
The student will be introduced to the different types of handtools used in a cabinet shop. This course will go into the necessary framing for cabinet shop. Students will be presented a study of built-in cabinets and pre-constructed cabinet work. Prerequisite: None			
CAR 1124—Painting and Decorating	1	6	3
Instruction is given in preparing interior surfaces and exterior areas for painting and finishing. Training is given in the operation of sanding and spray equipment as well as the application of stains, fillers, putties, and paint by hand. Instruction is offered in protecting property, erection of scaffolds, application of various types of materials, plus the evaluation of quality of finishes. Prerequisite: None.			

CHEMISTRY

CHM 101—Introduction to Chemistry	3	2	4
A "basic science" course for the ADN curriculum intended to supply the nursing student a background in physics and general organic chemistry as applicable to nursing practice. The student will consider concepts of matter and energy and applications thereof including atomic structure, kinetic molecular theory, states of matter, behavior of fluids, electrolyte chemistry, and introductory organic chemistry. Prerequisite: ADN Student.			
CHM 102—Fundamentals of Biochemistry	3	0	3
A "basic science" course for the ADN curriculum introducing the living world at the molecular level. The student will consider and apply fundamental concepts of proteins, lipids, and carbohydrates; intermediary metabolism, enzyme chemistry and energy production; and transport processes in living cells. Prerequisite: CHM 101.			
CHM 103—Chemistry—General and Inorganic	3	2	4
Students will be introduced in lecture to important chemical principles fundamental to the understanding of life processes. This will include a foundation in general and organic chemistry followed by the essential features of organic chemistry which lays the groundwork for the study of the biochemistry of living systems.			
Students are afforded the opportunity to expand their knowledge through classroom discussion and through laboratory work. The laboratory experiments are designed in some cases to introduce specific principles and in other cases to supplement and reinforce material introduced in lecture.			
CHM 104—Organic and Biochemistry	3	2	4
To familiarize the student with the nomenclature, variety, usefulness and most significant topics in organic and biochemistry. Prerequisite: CHM 103.			

	Theory	Lab	Quarter Hours Credit
CHM 110—Chemistry	4	2	5

Study of the physical and chemical properties of substances, chemical changes; elements, compounds, gases, chemical combinations; weights and measurements; theory of metals; acids, bases, salts, solvents, solutions, and emulsion. In addition, study of carbohydrates, electrochemistry, electrolytes, and electrolysis in their application of chemistry to industry. Prerequisite: None.

COSMETOLOGY

COS 1001—Scientific Study I	Day - 5	0	5
	Night - 4	0	4

This is a course for beginners in Cosmetology. It includes a study of professional ethics, grooming and personality development, sterilization, sanitation, first aid and bacteriology, cosmetology law, anatomy, chemistry, nails, nail disorder, manicuring hair, scalp, skin, and disorders pertaining to the hair, scalp, and skin. Prerequisite: None.

COS 1002—Scientific Study II	Day - 5	0	5
	Night - 4	0	4

A classroom study of skin, scalp, hair, nails, and their disorders, salesmanship, permanent waving, marcelling, relaxing, hairdressing, wigs, and hair coloring. Prerequisite: None.

COS 1003—Scientific Study III	Day - 5	0	5
	Night - 4	0	4

A classroom study of anatomy, manicuring, chemistry, cosmetics, facials, hair styling, theory of massage, scalp treatments, superfluous hair removal, grooming and hygiene. Prerequisite: None.

COS 1004—Scientific Study IV	Day - 5	0	5
	Night - 4	0	4

A classroom study of chemistry, sanitation, sterilization, hair coloring, and lash and brow tinting, artistry in hair styling, beauty salon salesmanship management, electricity, cold waving, and hair shaping. Prerequisite: None.

COS 1011— Clinical Application I	Day - 0	30	10
(Mannequin Practice)	Night - 0	16	5

A study of finger waving, pin curling, rollers, marcelling, hair relaxing, shampooing, rinses, scalp treatment, hair cutting, permanent waving, hairdressing and combing, hair tinting, bleaching, frosting, streaking, wig care and styling. Prerequisite: None.

COS 1022—Clinical Application II	Day - 0	30	10
	Night - 0	16	5

A study of live model performance. This course is designed to develop skills and understanding of techniques applications in the areas of bacteriology, pin curling, finger waving, rollers, permanent waving, marcelling, chemical relaxing, hairdressing and wigs, manicuring and pedicuring, skin and scalp disorders, hair coloring, and hair cutting. Prerequisite: None.

	Theory	Lab	Quarter Hours Credit
COS 1033—Clinical Application III	Day- 0	30	10
	Night-0	16	5

This course gives continued laboratory practice and application of techniques in hair shaping, profession ethics, manicuring, chemistry, cosmetics, facials, hair styling, hair coloring, (rinses, etc.) and scalp treatment. Prerequisite: None.

COS 1044—Clinical Application IV	Day- 0	30	10
	Night-0	16	5

A continued study of laboratory practices in chemistry, sanitation, sterilization, hair coloring and lash and brow tinting, artistry in hair styling, cold waving, and hair shaping. Prerequisite: None.

CRIMINAL JUSTICE

CJC 101—Introduction to Criminal Justice	5	0	5
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This course is designed to familiarize the student with a philosophy and history of law enforcement, its legal limitations, in our society, the primary duties and responsibilities of the various agencies in the criminal justice field, the basic processes of justice, the evaluation of law enforcement's current position, and an orientation relative to the profession as a career. Prerequisite: None.

CJC 102—Criminology	5	0	5
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A general course designed to introduce the student to the causation of crime and delinquency. The historical and contemporary aspects of crime, law enforcement, punishment, and correctional administration will be discussed. Prerequisite: None.

CJC 115—Criminal Law I	3	0	3
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A course designed to present a basic concept of criminal laws and to provide a legal groundwork for those who seek to enter the criminal justice field. Prerequisite: None.

CJC 125—Due Process	3	0	3
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This course is designed to provide the student with a review of court systems; procedures from incident to final disposition; principles of constitutional, federal, state, and civil laws as they apply to and affect law enforcement. Prerequisite: None.

CJC 201—Motor Vehicle Law	3	0	3
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A study of the traffic enforcement codes with primary emphasis placed on North Carolina law as it relates to motor vehicles. Prerequisite: None.

CJC 202—Traffic Planning and Accident Investigation	3	0	3
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A study which covers the history of the traffic enforcement problems and gives an overview of the problem as it exists today. Attention will be given to the three E's (enforcement, evaluation, effectiveness) and legislation, the organization of the traffic unit, the responsibilities to the traffic function of the various units within the law enforcement agency, enforcement tactics, evaluation of the traffic program effectiveness and allocation of men and materials. Accident investigation is stressed. Prerequisite: None.

	Theory	Lab	Quarter Hours Credit
CJC 205—Evidence	5	0	5
Instruction covers the kinds and degrees of evidence and the rules governing the admissibility of evidence in court. Prerequisite: None.			
CJC 206—Police Community Relations	3	0	3
This course will provide the student with an understanding of community structures as they relate to minority groups, peer groups, socio-economic groups, leader groups, and group relations. Emphasis will be placed on the organization and function of these groups as they relate to the profession of criminal justice-protective service. Prerequisite: None.			
CJC 210—Criminal Investigation I	3	2	4
This course introduces the student to fundamentals of investigation; crime scene search; recording, collection, and preservation of evidence; sources of information; interview and interrogation, case preparation, and court presentation. Prerequisite: None.			
CJC 211—Criminal Investigation II	3	2	4
An introduction to the forensic aspects of police science. The subject matter concentrates on the procedures to be undertaken in the crime lab. Emphasis is placed on fulfilling all legal requirements regarding the handling and evaluation of physical evidence. All students participate in a crime scene and the investigation of all evidence pertaining to the crime. Prerequisite: None.			
CJC 212—Drugs and Controlled Substances	3	2	4
This course is designed to prepare the student to identify and classify drugs. Emphasis will be placed on the investigation techniques and effects of drugs on the human body as they relate to a profession in criminal justice-protective service. Prerequisite: None.			
CJC 216—Criminal Law II	3	0	3
A continuation of Criminal Law I which presents a basic concept of criminal law and creates an appreciation of the rules under which one lives in our system of government. Primary emphasis will be placed on North Carolina law. Prerequisite: CJC 115.			
CJC 217—Patrol Procedures	3	0	3
This course defines the purposes of patrols and describes the types of patrols. It explains the operation of police vehicles on patrol, answering calls—emergency and non-emergency and felony in progress. It provides the student the opportunity to develop powers of perception and observation concerning persons, places, and things. Safe driving techniques and uses of equipment are presented. Prerequisite: None.			
CJC 218—Firearms, Weapons, and Explosive Devices	3	2	4
An introduction to explosives, weapons, types and classification, and their safe use in law enforcement. Particular emphasis is placed on when to use weapons, their transportation and storage. The types and classifications of non-lethal weapons is covered along with their employment. Prerequisite: None.			
CJC 219—Civil Disorder and Disasters	3	0	3
A comprehensive study of causes, types, and classifications of civil disorders. The course includes police methods in evaluating probable disorders, planning for			

	Theory	Lab	Quarter Hours Credit
tactical operations, and the fundamental methods of controlling crowds in both disorder and disaster situations. Prerequisite: None.			

CJC 220—Police Organization and Administration

3	0	3
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Introduction to principles of organization and administration, discussion of the service function, e.g., personnel management, police management, training, communications, records, property maintenance, and miscellaneous services. Prerequisite: None.

DRAFTING

DFT 1101—Schematics and Diagrams—Tools and Engines

3	0	3
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Interpretation and reading of the schematics and diagrams. Development of ability to read and interpret blueprints, charts, instruction and service manuals, and wiring diagrams. Information on the basic principles of lines, views, dimensioning procedures, and notes. Prerequisite: None.

DFT 1102—Schematics and Diagrams

2	3	3
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Interpretation and reading of schematic prints and diagrams. Making sketches of electrical wiring and fuel systems components for automotive engines and other internal combustion engines. Learning to identify the various components of the systems by sketching and labeling parts. Practice in tracing wiring systems and diagnosing trouble by using schematics and diagrams found in the automotive service manuals.

DFT 1103—Schematics and Diagrams—Suspension and Braking

2	0	2
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Interpretation and reading of blueprints. Development of ability to read and interpret blueprints, charts, instruction and service manuals, and wiring diagrams. Information on the basic principles of lines, views, dimensioning procedures, and notes. Free hand sketches of parts and equipment is a part of the course. Prerequisite: None.

DFT 1104—Schematics and Diagrams—Power Mechanics

2	0	2
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Interpretation and reading of blueprints. Development of ability to read and interpret blueprints, charts, instruction and service manuals, and wiring diagrams. Information on the basic principles of lines, views, dimensioning procedures, and notes. Free hand sketches of parts and equipment is a part of the course. Prerequisite: None.

DFT 1109—Electrical Blueprints and Layouts

3	3	4
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Provides a basic working knowledge of how to read and understand electrical plans and circuits. How to draw and make drawings of electrical plans and circuits. Use of electrical symbols in blueprints and wiring diagrams. Planning and estimating electrical requirements from plans. Prerequisite: ELC 1112, ELC 1126, ELC 1127.

DFT 1110—Blueprint Reading: Building Trades

5	0	5
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Principles of interpreting blueprints and specifications common to the building trades. Development of proficiency in making three-view and pictorial sketches. Prerequisite: None.

	Theory	Lab	Quarter Hours Credit
DFT 1117A—Blueprint Reading	2	0	2
A thorough study of trade drawings in which welding procedures are indicated. Interpretation, use, and application of welding symbols, abbreviations, and specifications. Prerequisite: None.			
DFT 1117B—Blueprint Reading	1	0	1
Continuation of DFT 1117A, with additional lab time for practical application. Prerequisite: DFT 1117A.			
DFT 1118—Pattern Development and Layout	1	3	2
This course is designed for the student who has the basic knowledge of blueprint reading and sketching. It presents the practical shop or field layout methods used by pipe welders. Layouts are made on templet paper beginning with the simple plan and processing to the most complex lateral connections that are used in industrial piping. The student learns the steps in making rectangular and cylindrical layouts and patterns of offsets and intersections used in commercial jobs. Prerequisite: DFT 1117A, DFT 1117B.			

DIESEL MECHANICS

DSL 1101—Internal Combustion Engines	4	15	9
Development of a thorough knowledge and ability in using, maintaining, and storing the various hand tools and measuring devices needed in engine repair work. Study of the construction and operation of components of internal combustion engines. Testing of engine performance; exhaust systems; cooling systems; proper lubrication; and methods of testing, diagnosing, and repairing. Prerequisite: None.			
DSL 1102—Engine Electrical and Fuel Systems	7	12	11
A thorough study of fuel pumps, carburetors, and fuel injection systems. Characteristics of fuel, types of fuel systems, special tools, and testing equipment for the fuel system for marine engines. Prerequisite: DSL 1101.			
DSL 1120—Marine Engine Basic Welding Practices	2	3	3
Welding demonstrations by instructor and practices by students on copper weld, soft soldering, silver soldering, brazing tubing fittings, and special problems in low temperature operations designed to improve the students ability in marine engine welding and assembling. Prerequisite: None.			
DSL 1121—Basic Hydraulics	2	3	3
Theory and application of hydraulics systems. A study of pumps, lines, and valves used with equipment for marine and automotive applications. Prerequisite: None.			
DSL 1127—Marine Engine Servicing	3	12	7
A thorough familiarization with the various types of marine gasoline and diesel engine construction and the comparison of system designs. Emphasis is on the engine servicing: trouble shooting, disassembly, cleaning, and inspection of parts, procuring replacement parts, installing new parts, reassembly, checking, and adjusting under operating conditions. Job sheets and various reports to be completed by the mechanic. Prerequisite: DSL 1102.			

	Theory	Lab	Quarter Hours Credit
DSL 1128—Marine Power Train System	1	6	3
Power train systems; hydraulic and mechanical clutches, reduction gears, thrust, bearing assembly, coupling, propeller shaft, and bearings, stuffing boxes, and stern bearings. Engine installation, alignment, and security. Prerequisite: DSL 1102.			
DSL 1129—Marine Auxiliary Equipment	3	12	7
A comprehensive study of marine auxiliary equipment, such as pumps, compressors, generators, electric steering apparatus, anchor windlass, rigging, and booms. Laboratory and shop practices in the repair and operation of this equipment, and in preventative maintenance. Prerequisite: DSL 1102.			
DSL 1131—Marine Propulsion System Servicing	3	9	6
Emphasis is on the procedures necessary in determining the nature of troubles developed in the propulsion system of marine equipment. Troubleshooting of the propulsion system, providing a full range of experiences in testing, adjusting, repairing, and replacing of parts as the mechanic will encounter on the job. Simulated and actual marine mechanics experiences will be provided when possible. Prerequisites: DSL 1127, DSL 1128.			

ECONOMICS

ECO 102—Economics I	3	0	3
The fundamental principles of economics including the institutions and practices by which people gain a livelihood. Included is a study of the laws of supply and demand and the principles bearing upon production, exchange, distribution, and consumption both in relation to the individual enterprise and to society at large. Prerequisite: None.			
ECO 104—Economics II	3	0	3
Greater depth in principles of economics, including a penetration into the composition and pricing of national output, distribution of income, international trade and finance, and current economic problems. Prerequisite: ECO 102.			
ECO 105—Consumer Economics	3	0	3
This course is designed to promote an understanding of the consumers' role in relation to the economy, and provide an understanding of the principles of personal financial management. Prerequisite: None.			

ELECTRONIC DATA PROCESSING

EDP 104—Introduction to Data Processing	3	0	3
A study of the fundamental concepts and operational principles of data processing system. They are represented as an aid in developing a basic knowledge of computers as a prerequisite to the detailed study of a particular system. This course also provides a general knowledge of computing systems and is a prerequisite of all programming courses. Prerequisite: MAT 110 and MAT 113.			

ELECTRICAL

ELC 1101—Motor Controls and Relays	0	3	1
The student will cover in class potential relays, number on relays, contact points, resistor, current type relays, and hot wire relays. Prerequisite: ELC 1102.			

	Theory	Lab	Quarter Hours Credit
ELC 1102—Basic Electricity	4	0	4
The use and care of test instruments and equipment used in servicing electrical apparatus for air conditioning and refrigeration installations. Electrical principles and procedures for troubleshooting of various electrical devices used in air conditioning, heating, and refrigeration equipment. Included will be transformers, various types of motors and starting devices, switches, electrical heating devices, and wiring. Prerequisite: None.			
ELC 1105—Shop Science	3	3	4
Principles of measurement and a study of electricity. Subjects such as electron theory, magnetism, electromagnetism and its application, and elements of circuits and their effect on current will be considered. Prerequisite: None.			
ELC 1112—Electrical Theory	3	9	6
A study of the Electron Theory and Magnetism. The relationship between voltage, current, and resistance. Electrical terms and symbols. Basic electrical circuits, series, parallel, and combination. Types of electrical measuring devices and how to apply them in electrical circuits. Electrical systems for lighting and power. (wye and delta) Prerequisite: None.			
ELC 1113—Electric Motors and Controls	7	12	11
Provides instruction and application in the installation of electrical motors and control devices, manual, automatic, remote control stations, relays, dual motor operations. Maintenance and trouble shooting, repair of controllers and control devices. Types of electrical motors, single phase, and three phase. Maintenance and repair of electrical motors. Prerequisite: ELC 112, ELC 1126, DFT 1109, ELC 1124A, ELC 1124B, ELC 1127, ELC 1125.			
ELC 1124A—Residential Installation	3	9	6
Provides instruction and application in the installation of electrical requirements in residential dwellings. Regulations governing the wiring as listed in the National Electrical Code and in the specifications. Load calculation for family-type dwellings. Installation of service equipment and branch circuits in actual building mock-ups. Prerequisite: ELC 1112, MAT 1101, ELC 1126, ELC 1127, DFT 1109, ELD 1113.			
ELC 1124B—Residential Installations	3	6	5
Provides instruction and application in the installation of electrical requirements in residential dwellings. Regulations governing the wiring as listed in the National Electrical Code and in the specifications. Load calculations for family-type dwellings. Installation of service equipment and branch circuits in actual building mock-ups. Prerequisite: ELC 1112, MAT 1101, ELC 1126, ELC 1127, DFT 1109, ELC 1124A, ELC 1113.			
ELC 1125—Commercial Installations	4	14	9
Provides instructions and application in the installation of electrical service equipment and branch circuits in commercial type buildings. Requirements for electrical service as set forth by the National Electrical Code. Load calculations. Actual wiring of commercial type installation in buildings. Prerequisite: ELC 1112, MAT 1101, ELC 1126, ELC 1127, DFT 1109, ELC 1124.			
ELC 1126—National Electrical Code	3	3	4
Introduction to the National Electrical Code. The purpose and interpretations of the Articles of the Code. Prerequisite: ELC 1112, MAT 1101, ELC 1127.			

	Theory	Lab	Quarter Hours Credit
ELC 1127—Electrical Materials & Tools	0	3	1

Provides instruction in the knowledge and use of electrical hardwares and devices. Their use and application in the electrical installations. Types of electrical conductors and cable. Steel electrical raceways. Overcurrent protection devices. General knowledge of electrical tools, care and maintenance of tools and equipment. Prerequisite: ELC 1112.

ELC 1129—Industrial Installations	2	6	4
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Provides instructions and application in installation of electrical service in industrial type buildings. Installation of three phase power circuits. National Electrical Code requirements. Prerequisite: ELC 1112, MAT 1101, ELC 1126, ELC 1127, DFT 1109, ELC 1124A, ELC 1124B, ELC 1125, ELC 1113.

ENGLISH

ENG 101—English I	3	0	3
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Designed to aid the student in the improvement of self-expression in grammar. The approach is functional with emphasis on grammar, diction, sentence structure, punctuation, and spelling. Intended to stimulate students in applying the basic principles of English grammar in their day-to-day situations in industry and social life. Prerequisite: None.

Students may be exempted from this course and receive credit for it by passing a proficiency test. Prerequisite: None.

ENG 102—English II	3	0	3
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Designed to aid the student in the improvement of written self-expression. Emphasis is on the organization and clear presentation of ideas. Focuses on the sentence and the paragraph with an introduction to the whole composition. Contains additional work in grammar where needed. Prerequisite: ENG 101.

ENG 103—English III	3	0	3
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Further work in organization and presentation of ideas in the whole composition. Special study of reports appropriate to the student's curriculum. Continued emphasis of basic grammar and composition skills where necessary. Prerequisite: ENG 102.

ENG 150—College Composition I	3	0	3
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Intensive study of practice in effective expository writing, includes a review of grammar and punctuation. Prerequisite: Satisfactory score on English placement test or satisfactory completion of ENG 100, ADN Student.

ENG 151—College Composition II	3	0	3
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Continuation of the study of composition, emphasizing interpretation and evaluation of expository, narrative, and creative writing. Prerequisite: ENG 110, ADN Student.

ENG 152—College Composition III	3	0	3
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Further study of composition, emphasizing methods of research. Exploration of major fiction types. Prerequisite: ENG 111, ADN Student.

ENG 204—Oral Communication	3	0	3
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A study of basic concepts and principles of oral communications to enable the student to communicate with others. Emphasis is placed on the speaker's attitude, improving diction, voice, and the application of particular techniques of theory to correct

	Theory	Lab	Quarter Hours Credit
speaking habits and to produce effective oral presentation. Particular attention given to conducting meetings, conferences, and interviews. Prerequisite: ENG 101.			
ENG 1101—Reading Improvement	3	0	3
Designed to improve the student's ability to read rapidly and accurately. Special machines are used for class drill to broaden the span of recognition, to increase eye coordination and word group recognition, and to train for comprehension in larger units. Prerequisite: None.			
ENG 1102—Communication Skills	3	0	3
A course designed to increase efficiency in the use of basic language skills. Attention will be given to correctness and effectiveness of expression and a working vocabulary. Prerequisite: None.			
ENG 1105—Communication Skills for Practical Nurses	3	0	3
Specifically designed to enable the PN student to achieve maximum competence and confidence in written and verbal communication. Practical application of basic compositional skills and effectiveness in small-group communication are stressed. Prerequisite: None.			

HEALTH

HEA 201—First Aid, Health, and Safety	3	0	3
This course is designed to prepare a student for certification by the American Red Cross in first aid. Course will cover those areas pertinent to first aid needs for personnel in the fields of criminal justice-protective service. Prerequisite: None.			

HISTORY

HIS 161—U.S. History II	5	0	5
A survey of the history of the United States following the Civil War. Emphasis on economic development and rise of the United States as a world power. Prerequisite: None, ADN Student.			

MASONRY

MAS 1101—General Masonry	2	9	5
The history of the bricklaying and the masonry industry, raw materials, basic manufacturing processes, and terminology. Clay and shell brick, mortar, laying foundations, cutting masonry materials, bonding, and the use, care, and maintenance of tools, Practice is given in selecting the proper mortars, layout, and construction of various building elements.			

MATHEMATICS

MAT 101—Technical Mathematics	5	0	5
The math principles presented are designed to meet the needs of the criminal justice-protective service professional. Topics studied are formulas, logarithms, right triangle trigonometry, graphing, and statistics in relation to applications for VASCAR, breathalyzer, radar, and other such devices. Prerequisite: None.			

	Theory	Lab	Quarter Hours Credit
MAT 110—General Math	3	0	3

A general review of fundamental mathematics including mathematical operations on fractions and decimals with applications in percentage problems. Students may be exempted from this course and receive credit for it by passing a proficiency test. Prerequisite: None.

MAT 113—Business Math	3	0	3
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This course applies fundamentals learned in MAT 110 to payrolls, inventories, price marking, interest and discounts, commissions, taxes and other business-related problems. Prerequisite: MAT 110.

MAT 1101—Fundamentals of Math	5	0	5
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Practical number theory. Analysis of basic operations; addition, subtraction, multiplication and division, fractions, decimals, power and roots, percentages, ratio and proportion. Plane and solid geometric figures used in industry; measurement of surfaces and volumes. Introduction to algebra used in trades. Practices in depth. Prerequisite: None.

MECHANICS

MEC 1112—Machine Shop Processes	0	6	2
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To acquaint the student with the procedures of layout and the correct use of hand and machine tools. Experiences in the basic fundamentals of drill press and lathe operation; hand grinding of drill bits and lathe tools; set-up work applied to the trade. Prerequisite: None.

MEDICAL OFFICE ASSISTANT

MOA 103—Orientation to Medical Office Assisting	3	0	3
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Designed to help the student in understanding the role of the medical office assistant. Emphasis is placed on the development of appreciations and attitudes in the establishment of realistic goals in personal and occupational development. Understanding and recognizing the importance of physical, intellectual, social, and emotional dimensions of personality. Ethics and grooming are stressed. Prerequisite: None.

MOA 201—MOA Administrative Procedures	2	4	4
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A study of the administrative duties of the medical assistant. Includes the scheduling of appointments, telephone techniques, handling of mail, travel arrangements, office machines, transcription of medical histories, filing systems, office management, and insurance forms and their preparation. Prerequisite: BUS 102, BUS 103, BUS 141, BUS 142.

MOA 202—Medical Office Practicum	0	24	8
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Course is a practicum in medical office assisting. The student is assigned to a physician's office, clinic or out-patient department. Assignments are related to encompass all phases of experiences in the management, examination room procedures, and laboratory procedures. Prerequisite: First three quarters.

MOA 203—Medical Office Assisting Seminar	4	0	4
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A study of the personal and occupational responsibilities of a practitioner in the field of medical office. Discussion of problems encountered during experience in the medical office practicum are the primary focus. Prerequisite: First three quarters.

			Quarter Hours Credit
MED 1105—Examination Room Procedures	Theory	Lab	
	3	6	5

This course is designed to teach the skills needed by the medical office assistant in assisting the doctor in the examination room. The course of study includes proper physical and psychological preparation of the patient for the physician's examination and proper care of the supplies and equipment used. Prerequisite: First three quarters.

MED 1106—Laboratory Procedures	2	6	4
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This course is a study of the basic knowledge needed to become familiar with the laboratory tests most commonly performed in the doctor's office. Emphasis is placed on patient preparation for diagnostic procedures. The ability to obtain and collect specimens and carry out routine laboratory examinations such as urinalysis and blood count is developed. Prerequisite: MED 1105.

NURSING

NUR 100—Introduction to Nursing	4	0	4
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An overview of nursing encompassing the history of nursing, the role of the nurse, legal aspects of nursing, and concepts of health and homeostasis. It includes normal growth and development and nursing measures for identifying patient needs. Basic mathematics for nurses is stressed. Prerequisite: None.

NUR 101—Nursing Arts (Respiratory Therapy)	3	0	3
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Classroom activities are planned to assist students in development of knowledge, understanding, appreciation, and attitudes basic to effective nursing of patients of all ages and backgrounds with nursing needs arising both from the individuality of the patient and from inability for self-care as a result of health deviation. The student is encouraged to develop beginning skills in analysis of patient needs, both through classroom study of hypothetical patient situations and through planned patient experience in the clinical environment. Beginning skills in nursing methods are developed through planned laboratory experiences, followed by related practice in actual patient care. Prerequisite: None.

NUR 101—Nursing I	5	3	6
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Designed to provide the student with the scientific aspects and techniques essential to the performance of basic nursing skills. Emphasis is placed upon meeting patient needs and the delivery of comprehensive nursing care. Prerequisite: None.

NUR 102—Nursing II	3	12	7
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Continuation of NUR 101. Med-Surg disorders will be presented in three integrated problem solving areas: local and systemic skin problems, musculoskeletal disorders, and problems of the gastrointestinal system. Clinical experience will include practice in the skills taught in NUR 101 integrated with nursing skills being presented in NUR 102. Prerequisite: NUR 101.

NUR 103—Nursing III	3	14	8
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A continuation of the study and clinical practice of NUR 102. Problems of respiratory, cardiac, and renal systems including fluid and electrolyte imbalance are considered. Special emphasis is on general medical and surgical intervention. Nutrition and pharmacology aspects are also integrated. Prerequisite: NUR 102; Corequisites: Biochemistry, General Psychology.

	Theory	Lab	Quarter Hours Credit
NUR 104—Nursing IV	3	12	7
A continuation of NUR 103 with increasing clinical expectations regarding the emotional stresses of body imbalance, the anatomy and physiology of the body change with illness. Includes introduction to problems of the nervous system, endocrine imbalance, and disorders of selected senses. Clinical practice, nutrition, and pharmacology are integrated into the course. Prerequisite: NUR 103.			
NUR 205—Nursing V	6	15	11
A study of the broad concepts and principles of nursing care common to the normal and abnormal conditions related to the child-bearing cycle and the newborn. Family unit recognition is emphasized as the course progresses to care of the more seriously ill child. Nutrition and pharmacology are integrated in course content and clinical experience. Prerequisite: NUR 104.			
NUR 206—Nursing VI	3	15	8
The study and practice of the psychiatric aspects of nursing. Integrated are diet therapy, pharmacology, specific psychological disorders, treatments, and nursing care. A study at a designated facility is required. Prerequisite: NUR 205.			
NUR 207—Nursing VII	6	24	14
Continuation of the same problem areas that began in 101 with incorporation of more serious aspects of nursing care as in intensive care and emergency problems, complexity of difficult compound problems of illness. Emphasis is placed on self-direction of the student, quality nursing care, and team leadership. Prerequisite: NUR 206.			
NUR 110—Nutrition	2	0	2
A foundation course in the study of nutrition and designed to provide the student with prerequisite knowledge for applying principles underlying diet modifications. Prerequisite: None.			
NUR 120—Pharmacology	3	0	3
A survey course providing a foundation and serving as a guide to increase the understanding of drugs and drug therapy. Course content is concurrent with teaching principles of administering medications orally, hypodermically, and intramuscularly. Prerequisite: NUR 102.			
NUR 1011—Anatomy and Physiology	7	0	7
This course is specifically designed for the student of practical nursing as a basis for comprehending the art of nursing science. In the next eleven weeks, the miraculous machine known as the human body will be "dissected" and studied according to the specific organ systems. A thorough study of the anatomy and the physiology of the following ten organ systems will be conducted; the locomotor system, the nervous system, the sensory system, the integumentary system, the circulatory system, the respiratory system, the digestive system, the excretory system, the reproductive system, and the endocrine system. Special emphasis will be placed on viewing the human body as an integrated whole. Prerequisite: PNE Student.			
NUR 1013—Fundamentals of Nursing	10	8	14
A basic course designed to introduce the student to the role and functions of the practical nurse. Emphasis is on meeting the needs common to all patients. Students have the opportunity to acquire basic knowledges, skills, and attitudes necessary for principles of safety, comfort, and body mechanics in patient care. Prerequisite: PNE student.			

	Theory	Lab	Quarter Hours Credit
NUR 1012—Nurses' Math	2	0	2
This course is designed to provide the student with a review of fundamental mathematics needed to assist her in obtaining a practical understanding of the arithmetic needed in solving dosage calculations and interpreting drug orders using the apothecary, metric, and household systems of measurement. Prerequisite: PNE student.			
NUR 1021—Medical-Surgical Nursing I	8	0	8
Designed to introduce the student to deviations from normal, to nursing methods and therapeutic procedures, and to clinical specialties. Continued patient-centered study, with introduction of illness condition as an additional source of nursing needs. Increased emphasis on clinical activities and selected patient care. Prerequisite: All first quarter courses.			
NUR 1022—Pediatrics I	2	0	2
Designed to introduce the student to the normal growth and development of the child in order to help recognize and meet the needs of the sick child. This course contains a brief introduction to certain illness conditions with related nursing needs and therapeutic methods. Clinical practice emphasizes student experience in the care of the sick child. Prerequisite: All first quarter courses.			
NUR 1023—Obstetrics I	2	0	2
Introduction to the care of the normal obstetrical patient in the home or hospital during prenatal, natal and postnatal periods. The care of the normal new born is included in this course. This course is designed to prepare the student for clinical practice in obstetrics for the third quarter. Prerequisite: All first quarter courses.			
NUR 1024—Clinical Practice I	0	19	6
This course includes actual nursing experience in the affiliating agencies. Patients are selected that will enable the student to correlate classroom objectives to meeting patient needs. This includes patients in all ages and stages of development. Prerequisite: All first quarter courses.			
NUR 1025—Nutrition	2	0	2
Designed to present to the student the basic principles of nutrition, functions and sources of nutrients, the mechanisms of digestion, the absorption and metabolism of foods. Nutritional requirements for all age groups modified by religious, cultural, social, and psychological factors. Included is an introduction to diet therapy. Prerequisite: All first quarter courses.			
NUR 1031—Medical-Surgical Nursing II	6	0	6
Designed to acquaint the student with common illness conditions, related to nursing needs and therapeutic methods, and role of the practical nurse in care of patients with specific conditions. Learning situations are selected to illustrate commonalities with a wide variety of similar conditions and to promote student awareness of similarities and differences. Clinical practice emphasizes student experience in care of subacutely ill patients with a wide variety of illnesses, correlated with classroom studies insofar as possible. Prerequisite: All second quarter courses.			
NUR 1032—Pediatrics II	2	0	2
A continuation of illness conditions in the child, but primarily concerned with meeting the needs of the acutely ill child and acquainting the student with the role of the practical nurse in assisting in situations requiring frequent, accurate			

			Quarter Hours Credit
	Theory	Lab	

observations and good judgment. Clinical practice emphasizes further development of observation and judgment abilities as the student assists in the care of the acutely ill child. Prerequisite: All second quarter courses.

NUR 1033—Obstetrics II	2	0	2
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Designed to introduce the student to the common disorders of the prenatal, natal, and postnatal periods. This course will include care of the abnormal newborn. Clinical practice emphasizes student experience in the normal and recognizing the abnormal. Prerequisite: All second quarter courses.

NUR 1034—Clinical Practice II	0	24	8
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A continuation of nursing care experience in the affiliating agencies. Patients are selected to enable the student to meet the needs of the more dependent patients. Students are assigned on a rotation basis to have experiences in medical, surgical, pediatrics, and obstetrical nursing. Prerequisite: All second quarter courses.

NUR 1035—Pharmacology	2	0	2
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The student will be introduced to the beginning skills necessary for safe and effective administration of medications within the legal role of the practical nurse. The course includes study of mathematical computations as they relate to calculation of dosages as well as drug entities and their therapeutic dosages. Satisfactory laboratory practice in administrative techniques of medications is required prior to clinical administration of drugs. Prerequisite: All second quarter courses.

NUR 1041—Medical-Surgical Nursing II	8	0	8
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A continuation of Medical-Surgical Nursing II. Prerequisite: All third quarter courses.

NUR 1042—Pediatrics III	2	0	2
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A continuation of Pediatrics II. Prerequisite: All third quarter courses.

NUR 1043—Clinical Practice III	0	24	8
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A continuation of nursing care experiences in the affiliating agencies. Students are assigned by rotation basis to have experiences in medical-surgical, pediatric, and obstetrical nursing. Prerequisite: All third quarter courses.

NUR 1044—Practical Nursing	2	0	2
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Designed to introduce the student to the care of patients with complex nursing needs and to the assisting role of the practical nurse in situation requiring judgments based on depth of knowledge. Included in content is a basic principle in the care of patients with mental illness and disaster nursing. Vocational aspects for the practical nurse are included. Clinical practice will be correlated with classroom studies insofar as possible. Prerequisite: All third quarter courses.

OUTBOARD MOTOR REPAIR

OMR 1101—Internal Combustion Engine	1	6	3
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The major emphasis of this course includes a study of the principles of engine construction and the operation of components of internal combustion engines. Attention is also given to the development of a thorough knowledge and ability in using, maintaining, and storing the various hand tools and measuring devices needed in engine repair work. Prerequisite: None.

	Theory	Lab	Quarter Hours Credit
OMR 1102—Carburetor and Ignition	1	6	3
This course is designed to familiarize the student with basic electronics as applied to the ignition system. C.D. and Magflash ignition, fundamentals of petroleum chemistry (gasoline and oil), combustion, and vaporization to achieve combustion are major areas of study. Also, included will be a review of the development of the modern carburetor, from the simple mixing valve to float feed and multi-set carburetor, along with a study of bleeding orifices currently in use. Prerequisite: OMR 1101.			
OMR 1103—Engine Design	1	6	3
A study of the complete engine powerhead (cylinder block, crankshaft, main bearings, pistons, and connecting rod assembly). Instruction will cover the two-stroke cycle principles of engine operation, by means ports (3 port type), and the type engine with the valve in the center journal of the crankshaft (2 port rotary type operation). Attention is also given to the construction of single and multi-cylinder engines, with specific instruction as to the repair and operation principles of the following engine parts: cylinder block, cylinder head, pistons, piston rings, connecting rods, crankshaft, bearings, bore, stroke, and piston displacement. Prerequisite: OMR 1102.			
OMR 1104—Lower Unit Construction	1	6	3
A thorough study of the gearcase and exhaust stock group (manual shift, electric hydraulic shift, and electric matic shift). Gearcase construction will also be studied and will involve the following areas: gear train, forward only, forward and neutral only, forward, neutral and reverse, gear ratio, bearings, friction, non-friction, oil seals, pumps, electric coils, springs, and types of lubricants used. Prerequisite: OMR 1103.			
OMR 1105—Engine Cooling System and Exhaust Construction	1	6	3
Instruction covers pressure vacuum, pump plunger, pump-roter, and pump variable volume. Factors interfacing with water pump performance will be included and involve: diagnosis and corrective measures. Overall repair and maintenance procedures will require the student to disassemble, assemble, and/or rebuild an engine. Prerequisite: OMR 1104.			
OMR 1106—Outboard Installation and Construction	1	6	3
A study of the basic design of outboard installation and construction. Instruction will cover construction factors such as the type of boat, shape of hull, characteristics and behaviors, size and weight, load to be carried and where operated, performance expected, propeller best suited, attachment of the motor to the stern of the boat, stern height, stern angle, stern interference, performance of the propeller, single and dual motor installation, and remote controls (speed, shift, and steering). Prerequisite: OMR 1105.			
OMR 1107—Electric Starters, Generators, and Alternators	1	6	3
A study of the principles of the electric motor, outboard motor application and wiring, and control set-up. Primary emphasis will involve the principles of generator and alternator operation, voltage and current limiting controls, and outboard motor application. Storage batteries will be studied and will include the following: theory of batteries, factors affecting starting performance, diagnosis, corrective measures, and overall maintenance. Prerequisite: OMR 1106.			

	Theory	Lab	Quarter Hours Credit
OMR 1108—Outdrives and Electric Tilt	1	6	3

A study of the theory of outdrives and electric tilts. Emphasis will be upon installation of boat wiring for the electric shift on the outdrive and the electric tilt steering unit in the outdrive. Prerequisite: OMR 1107.

PHYSICS

PHY 101—Concepts in Physics	3	0	3
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Nonmathematical introduction to problems and concepts of physics. The major areas covered are mathematics, properties of mathematics, heat, sound, light, electricity, and atomic theory. Emphasis will be on the association of physical principles of everyday phenomenon. Prerequisite: None.

PLUMBING

PLU 1115—Plumbing	2	3	3
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The students are introduced to the tools, fittings, and equipment used by plumbers. They spend considerable time learning to handle these materials and tools correctly by: cutting pipe, threading, caulking, and sweating joints of the various kinds of pipe and tubing. Plumbing installations are made to provide practical applications. Heating devices, the storage and circulation of hot water will be studied. The student will receive practice in the installation of various plumbing fixtures and the proper use of traps. Field trips should be taken to study various types of installation. Prerequisite: Light Construction Trades Students.

POLITICAL SCIENCE

POL 103—United States Government	5	0	5
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English and colonial background, the articles of confederation, and the framing of the federal constitution. The nature of the federal union, states rights, federal powers, political parties. The general organization and functioning of the national government. Prerequisite: None.

POL 104—State and Local Government	3	0	3
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A study of state and local government, state-federal interrelationships, the functions and prerogatives of the branches. Problems of administration, legal procedures, law enforcement, police power, taxation, revenues, and appropriations. Special attention will be given to North Carolina. Prerequisite: None.

PSYCHOLOGY

PSY 101—Introduction to Psychology	3	0	3
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An introduction to the study of the fundamental principles of behavior personality, motivation, perception, and learning. Prerequisite: ADN Student.

PSY 103—Adolescent Psychology	3	0	3
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A study of the nature and source of the problems of adolescents in western culture; physical, emotional, social, intellectual, and personality development of adolescents. Prerequisite: PSY 202 General Psychology.

PSY 112—Personal Development	3	0	3
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A study of the psychological approach to understanding human behavior designed to help the student recognize the importance of the physical, intellectual, social, and emotional dimensions of personality. Attention is given to applications of these topics to problems of study, self-understanding, and adjustments to the demands of society. Prerequisite: None.

	Theory	Lab	Quarter Hours Credit
PSY 250—Child Psychology	3	0	3
An in-depth study of the development of behavior and learning patterns in preadolescents. Prerequisite: ADN Student.			
PSY 202—Introduction to Psychology	3	0	3
Designed to introduce the underlying principles of behavior to beginning students; to acquaint the student with the basic fields of psychology, their related concepts, and important people in the field. Prerequisite: None.			
PSY 280—Mental Hygiene	3	0	3
The study of the influences and dynamics of adjustment which affect a person's self concepts, motivation, social adjustment, and total mental health, concerning itself mainly with the prevention of mental illness. An introduction to group dynamics completes the course. Prerequisite: ADN Student only.			
PSY 213—Child Psychology	3	0	3
This course presents facts and concepts of growth and development which the student should know in order to understand the needs of children in different age groups. The student is introduced to the characteristics, patterns, factors, and types of growth and development. Prerequisite: PSY 202, Introduction to Psychology.			
PSY 215—Abnormal Psychology	3	0	3
This is a survey course covering the major forms of abnormal behavior of children and adults. Emphasis is placed on understanding the cause, treatment, and prevention of those disorders. Prognosis for these forms of abnormal behavior is also discussed. Prerequisite: PSY 202, Introduction to Psychology, PSY 103, PSY 213.			
PSY 1101—Human Relations	3	0	3
A study of basic principles of human behavior. The problems of the individual are studied in relation to society, group membership, and relationships within the work situation. Prerequisite: None.			

RADIOLOGIC TECHNOLOGY

RDT 101—Radiologic Science I	4	3	5
This course deals with radiographic processing, including radiographic darkrooms, manual and automatic processing, radiographic film, film storage and handling, and silver recovery. An introduction to radiologic physics is also included. Prerequisite: X-Ray Student.			
RDT 105—Introduction to Radiologic Technology	3	0	3
This course introduces the student to the profession. Included are explanations of Radiologic Technology programs as a whole, radiology and its relationship to medicine and health care, radiology department organization, and professional information. Both medical ethics and medical terminology are also covered. Prerequisite: X-Ray Student.			
RDT 107—Radiographic Anatomy and Positioning I	4	4	5
This course includes an introduction to radiographic positioning as the anatomy and positioning of the chest, abdomen, upper extremity, foot, and ankle. Prerequisite: X-Ray Student.			

	Theory	Lab	Quarter Hours Credit
RDT 111—Clinical Education	0	18	6
The clinical experience this quarter serves as an introduction to the hospital and radiology department. Included are hospital and department layouts, organization, X-ray records and filing systems, darkroom procedures, X-ray apparatus, technologist-patient relationships, and radiographic positioning. Regular film critiques are conducted. Prerequisite: X-ray Student.			
RDT 102—Radiographic Science II	4	3	5
The second Radiologic Science course covers the principles of radiographic exposure. Included are factors of exposure, factors influencing exposure, methods of altering the X-ray beam, and the establishment and use of technique charts. Prerequisite: Second quarter X-ray student.			
RDT 108—Radiographic Anatomy and Positioning II	4	3	5
This course covers the anatomy and positioning of the rest of the lower extremity, pelvis, spines, skull, facial bones, petrosa, ribs and sternum. Prerequisite: Second quarter X-ray student.			
RDT 109—Radiologic Physics	3	2	4
This course covers concepts of radiation, the atom, electromagnetic radiation, electricity and magnetism, the X-ray machine, X-ray production, interactions, emissions, beam restrictors, and radiographic quality. Prerequisite: Second quarter X-ray student.			
RDT 112—Clinical Education	0	18	6
The clinical experience this quarter concentrates on radiographic positioning, the student technologist's ability to communicate, the development of technique charts, applications of the principles of exposure, and a continuation of the film critiques begun in the first quarter. Prerequisite: Second quarter X-ray student.			
RDT 103—Radiologic Science III	4	3	5
This course covers radiographic imaging principles, methods, and materials, as well as special techniques such as subtraction, Polaroid Radiography, Thermography, Ultrasound, Xeroradiography, and Electron Radiography. In addition, also covered will be Angiography, Mammography, Encephalography, and others. Prerequisite: Third quarter X-ray student.			
RDT 104—Anatomy and Physiology	4	3	5
This course covers the anatomy and physiology of the body as a whole, and all of its systems including the respiratory, digestive, urinary, endocrine, nervous, muscular, reproductive, and circulatory. Also included is a section on topographic anatomy. Prerequisite: Third quarter X-ray student.			
RDT 113—Clinical Education	0	18	6
Third quarter of clinical experience emphasized fluoroscopic equipment operation, fluoroscopic procedures, patient-handling techniques, operating room and mobile radiography, sterile techniques, and more film critiques. Prerequisite: Third quarter X-ray student.			
RDT 114—Clinical Education	0	40	13
The study this quarter includes a Special Procedure rotation at affiliated large medical centers. Prerequisite: Fourth quarter X-ray student.			

	Theory	Lab	Quarter Hours Credit
RDT 204—Radiologic Science IV	4	3	5
As a continuation of the radiologic science series, this course deals with radiation protection for patients and personnel, radiobiology, pediatric radiography, and radiographic equipment maintenance. Prerequisite: Fifth quarter X-ray student.			
RDT 215—Clinical Education	0	26	8
The clinical experience this quarter begins the use of evaluation post conferences. Also stressed are equipment maintenance procedures, radiographic procedure proficiency evaluations with emphasis on methods of reducing radiation exposure to patients and personnel. Prerequisite: Fifth quarter X-ray student.			
RDT 205—Radiologic Science V	4	3	5
This course covers the types, uses of, and reactions to contrast media, as well as radiographic procedures utilizing these media such as studies of the gastrointestinal and urinary tracts. Prerequisite: Sixth quarter X-ray student.			
RDT 208—Introduction to Disease	3	0	3
This course covers from inception to the end diseases that radiologic technologists are confronted with, as well as appropriate technical adjustments. Prerequisite: Sixth quarter X-ray student.			
RDT 216—Clinical Education	0	26	8
This quarter the clinical experience incorporates a rotation with a radiologist for radiographic appearances of diseases. Emphasis is placed on the proper use of contract media, the performance of procedures using these materials, and a continuation of the post conferences. Prerequisite: Sixth quarter X-ray student.			
RDT 203—Radiology Management	3	0	3
This course covers the organization and management of radiology departments. Included are personnel relationships, scheduling, department operation, and management principles. Prerequisite: Seventh quarter X-ray student.			
RDT 206—Radiologic Science VI	4	0	4
This course deals with other branches of radiology, including Nuclear Medicine, Radiation Therapy, and a new imaging modality, Ultrasound. Prerequisite: Seventh quarter X-ray student.			
RDT 217—Clinical Education	0	26	8
This course includes a Nuclear Medicine rotation, an Ultrasound rotation, and continues the use of film critiques and post conferences in evaluating routine radiographic procedures. Prerequisite: Seventh quarter X-ray student.			
RDT 219—Seminar	3	3	4
This seminar offers a comprehensive review of all major subject areas covered during the previous seven quarters, in preparation for the National Registry exam. Prerequisite: Eighth quarter X-ray student.			
RDT 218—Clinical Education	0	34	11
The emphasis this quarter is placed on proficiency in all radiographic procedures and individual competency. Prerequisite: Eighth quarter X-ray student.			

RECREATION

	Theory	Lab	Quarter Hours Credit
REC 101—Introduction to Recreation Services	3	0	3

This course emphasizes the historical and philosophical foundation of recreation and leisure. The basic principles, the definition, and the impact and trends of recreation are presented. Emphasis is also placed on the different agencies which provide recreation services with visitations being scheduled to public, private, industrial, and institutional recreation programs whenever possible. Prerequisite: None.

REC 102—Program Planning in Recreation	3	0	3
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This course will explore the principles of planning and organizing an effective recreation program. Techniques of observation, goal setting, and evaluation will be discussed. Consideration will be given to various aspects of program planning with special attention being focused on the types of programs offered to the handicapped participant. Prerequisite: REC 101, REC 111.

REC 111—Introduction to the Ill and Handicapped	3	0	3
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This course is designed to introduce the student to the exceptional or abnormal person. It is the purpose of this course to develop a general knowledge of the different handicapped conditions, their causes, and the limitations caused by the disability. To aid the students' understanding, scheduled trips to institutions for the retarded, mentally ill, deaf, and physically handicapped will be an integral part of this course. Prerequisite: None.

REC 112—Medical Terminology and Basic Anatomy	3	2	4
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This course is designed to develop a slightly better than layman understanding of human anatomy and physiology. Terminology commonly used in the medical setting will be presented. The different systems of the body will be studied in connection with terminology. Medical terminology will be used throughout this study of body parts and systems as an additional emphasis on the medical orientation of the student. Prerequisite: None.

REC 113—First Aid Safety	2	2	3
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It is important for the recreation leader to have an understanding of first aid and safety procedures, especially when handicapped persons are involved. This course presents the skills, techniques, and knowledge needed to have a safe environment. Adequate class time will be reserved for practical demonstrations for first aid and safety. When possible a Red Cross instructor will teach and issue certification for the Adults Standard First Aid Course. Prerequisite: None.

REC 114—Adaptive Physical Education	3	3	4
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This course is the study of modifications and adaptations used in recreation and physical education activities for handicapped persons. Discussions and demonstrations of techniques and equipment used in adapting various sports, games, and other activities to fit the limitations of the handicapped will be incorporated into this course. Students will have the opportunity to observe adaptations for the mentally ill, the retarded, blind, the elderly, physically handicapped, and other special groups. Prerequisite: REC 111, REC 112.

	Quarter Hours Credit		
	Theory	Lab	
REC 115—Recreation and the Treatment Team	1	2	2
This course is designed to aid the students' understanding of the professional workers composing a treatment team and their relationships to each other. The majority of instruction time will be centered around guest speakers from the different professions to be represented, including medicine, social work, psychology, physical therapy, occupational therapy, education rehabilitation services, recreation therapy, and others. Prerequisite: REC 101, REC 111.			
REC 116—Introduction to Paraprofessional Counseling	3	0	3
This course is designed to prepare the students with counseling skills and techniques to enable them to counsel persons with situational problems, to be able to recognize those problems which are more serious, to know how to refer clients, and to whom. This is a participation class which involves group discussion, role playing, and sensitivity training. Prerequisite: REC 111, PSY 202, Introduction to Psychology.			
REC 121—Recreational Arts and Crafts	1	4	3
This skill course is designed to develop specific talents in recreational arts and crafts. The methods, materials, and techniques for teaching arts and crafts to children, adolescents, and adults will be presented with special emphasis on projects for the handicapped. A variety of skill areas will be taught. However, major emphasis will be on creative crafts. Prerequisite: None.			
REC 122—Water Related Sports and Activities	2	4	4
This course is intended to develop an understanding of the values, objectives, and skills involved in a swimming and water sports program. Particular attention will be given to swimming and water activities for the handicapped. The organizational and administrative aspects of a swimming program, teaching progressions and methods, and water games will be included. The student will be given an opportunity to receive a Red Cross Senior Life Saving certificate. The water skills will be taught at a local pool. Prerequisite: None.			
REC 123—Recreational Music	1	4	3
The purpose of the course is to develop an understanding of the value and use of music in a recreation program. The course will contain a broad overview of the history and development of music, different instruments, and different styles. Another area of emphasis will be on music therapy, its principles and techniques. The instruments, aids, and materials used will be given special attention. Practice sessions and demonstrations of teaching techniques and skills will be afforded to students. Prerequisite: REC 101, REC 111.			
REC 124—Team Sports and Games in Recreation	2	3	3
This activity course is devised to develop the students' knowledge and ability in team sports and games. The rules and regulations, field dimensions, equipment, and safety factors will be studied. Activities for groups of different ages and abilities will be presented. The basic techniques of sports officiating will be discussed as each sport is covered. Prerequisite: None.			
REC 125—Audio-Visual Aids	0	4	2
This course is designed to develop skill in the use, operation, and maintenance of audio-visual equipment. These aids contribute to a recreation program, and it is			

	Theory	Lab	Quarter Hours Credit
important for the recreator to become familiar with the program source. Prerequisite: REC 102.			Prere-

REC 131—Practicum and Internship Orientation

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This course is designed to prepare students for practical work in specific settings deemed appropriate for training in recreation therapy. The course will include in-depth discussion of and visits to various facilities which work with special populations in an effort to acquaint the student with the types of opportunities that are available for practicum and internship placements. Prerequisite: Successful completion of two quarters in the Recreation Therapy curriculum.

REC 132—Internship I

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Student field assignments in municipal and institutional recreation settings will begin in the fourth quarter of the Recreation Therapy curriculum. The placement will be done strictly locally in its initial stage. The field placement is designed to give the student the practical experience of a full-time recreation professional. The student will spend three hours each week in a problem-solving class and seventeen hours each week working in his assigned field placement. Evaluation reports of the internship will be submitted by the student and by the agency for which he is working. Prerequisite: Successful completion of three quarters in the Recreation Therapy curriculum or permission of the instructor.

REC 201—Contemporary Recreation in America

2 0 2

This course is designed to allow the student an opportunity to read a variety of books and articles that have had or are having an influence on recreation in America today. Current trends in recreation, including recent studies and legislation, will also be discussed. Throughout the course, the students will make a conscious effort to keep abreast of what is happening in recreation on the local, state, and national levels. Prerequisite: REC 101.

REC 202—Residential and Day Camp Administration

3 0 3

This course is designed to develop an understanding of the operation of a camping program. Particular emphasis will be placed on camping for the ill and handicapped, and the architectural barriers which often exist. Operational concerns varying from the use of volunteers to the maintenance of grounds, will be covered in this course. Local, private, and institutional camps will be visited as part of this course. Prerequisite: REC 101, REC 111.

REC 204—Administration, Leadership, and Supervisory Practices in Recreation

4 0 4

This course is designed to develop a knowledge of effective supervisory skills, styles and types of leadership, and basic principles and concepts of recreation administration. Leadership will focus on role playing, interviewing, recruiting and training volunteers, and group control. Administration will place emphasis on the concept of personnel management, public relations, budgeting and finance.

Supervision will be concerned with work methods, orientation, job instruction, discipline, and public relations. Students will have the opportunity to observe community leaders and to evaluate their effectiveness in regards to administration, supervision, and leadership in Recreation. Prerequisite: REC 101, REC 102.

	Theory	Lab	Quarter Hours Credit
REC 206—Recreation Seminar	2	0	2
The intent of this course is twofold: Promoting professionalism and conducting individual study and research. Special emphasis will include: Professional organizations, personal interviews, personal appearance, and human relations. The independent study will allow the student to research an area of special interest and make an oral presentation of his project. Prerequisite: The successful completion of five quarters in the Recreation Therapy curriculum.			
REC 207—Recreation Areas and Facilities	0	2	1
This course explores the different types of indoor and outdoor recreational facilities and their use. The principles in planning, the dimensions and standards, maintenance, the operation of areas and facilities, such as parks, playgrounds, ball fields, centers, tennis courts, swimming pools, and others will be studied. Prerequisite: REC 101.			
REC 211—Introduction to Gerontology	3	0	3
This course is designed to cover the physiological, psychological, and social problems of aging. Special emphasis is given to planning and conducting recreation programs for the aging. Opportunities for conducting recreation programs for the aging will utilize the local community. Prerequisite: REC 101, REC 111, REC 116.			
REC 212—Principles of Health in Modern Society	3	0	3
A study of the physical, mental, and social health problems involved in today's world. The source will present information concerning personal, family, and community health for the student and groups with whom he may be working professionally. Preventive and treatment measures of various illnesses and emotional problems will also be covered. Prerequisite: REC 112.			
REC 221—Individual Sports and Games	2	3	3
This activity course is designed to develop the student's ability and understanding of individual sports and games. The student will be given class instruction on the proper rules, techniques, and equipment with emphasis on adapting the activity to the abilities of the handicapped. The basic techniques of sports officiating will be discussed as each sport is covered. Prerequisite: REC 114.			
REC 222—Recreational Drama	2	4	4
This activity course explores the use of drama in a recreational setting as well as the development of effective oral communication. Particular attention is placed upon the type of drama activities which can be used effectively with handicapped children, adolescents, and adults. Creative as well as classical drama will be studied. In order to develop skill in drama, student participation will be encouraged. Theatre crafts will also be included. Prerequisite: REC 101, REC 102.			
REC 223—Social, Square, and Folk Dance	1	4	3
This skill course is designed to develop talents in the area of recreational dance. Activity sessions will stress the different types of dances, the skills involved, and the techniques used in teaching dancing to different age groups. Appropriate dances with adaptations for the different handicapped groups will also be stressed. Adequate class time will be used for student participation and practice. Prerequisite: REC 123.			

	Theory	Lab	Quarter Hours Credit
REC 224—Nature and Outdoor Recreation	2	2	3
The purpose of this course is to acquaint the student with recreation and its relationship to our natural surroundings. Attention will be focused on conservation, wildlife, nature, projects for all seasons, and other activities. Planning a nature and outdoor recreation program for the handicapped will also be stressed. Local points of interest will be visited. Prerequisite: REC 101, REC 102.			
REC 231—Practicum I	0	6	2
This course is designed to give the student some opportunity to work as a recreation professional in a variety of settings to enable him to choose more surely the type of setting in which he would like to do his final internship. This course is closely related to REC 119. Prerequisite: The successful completion of one year of Recreation Therapy.			
REC 232—Practicum II	0	6	2
This course will be a continuation of REC 208 with emphasis on local placement. However, students will be rotated in different recreational environments. Prerequisite: REC 231.			
REC 233—Practicum III	0	6	2
This course is a continuation of REC 209, but once again the students will shift recreation environments in order to be exposed to a number of different types of recreation. Prerequisite: REC 231, REC 232.			
REC 234—Internship II	0	40	13
The eighth quarter of the Recreation Therapy curriculum will be totally consumed with practical work experience in the student's chosen area of interest. Forty hours of field work per week will be devoted to on-the-job training under the direction of a full-time recreation professional. Prerequisite: REC 231, REC 232, REC 233.			

RESPIRATORY THERAPY TECHNOLOGY

MED 150—Pharmacology (Respiratory Therapy)	3	0	3
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The course will provide the student with a comprehensive knowledge of medications used in Respiratory Therapy. Emphasis will be placed on the techniques to be observed that will assure safe administration of all therapeutic drugs. Prerequisite: None.

RTH 101—Theory and Procedures	4	0	4
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An introduction to hospital course covers ethics, professionalism, professional organizations, and history of Respiratory Therapy. Also, physical properties, piping, storage, safety standards, flow and pressure regulation of medical gases will be covered. Basic anatomy and physiology of the respiratory system including oxygen transport by the blood will also be covered. Prerequisite: None.

RTH 102—Respiratory Therapy I	4	2	5
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Properties and production of therapeutic vapors and aerosols, physical examination of the chest, clinical signs and symptoms indicating or contraindicating oxygen and/or aerosol therapy, techniques and procedures applied to the administration of oxygen and aerosol therapy will be covered. Laboratory sessions involve the complete examination and demonstration of equipment utilized in the application of the therapeutic procedures and techniques covered. Prerequisite: RTH 101.

	Theory	Lab	Quarter Hours Credit
RTH 103—Respiratory Therapy II	2	2	3
An introduction to the indications, contraindications, physiology mechanics of mechanical ventilation and airway maintenance as related to IPPB. Laboratory sessions will require students to disassemble and reassemble various positive pressure breathing devices and accessories to assure student exposure to mechanical functions of each device. In addition, cardiopulmonary resuscitation will be studied as to theory, procedure, and technique. Prerequisite: RTH 102.			
RTH 139—Cardiopulmonary Anatomy and Physiology	2	0	2
This course consists of a concentrated study of the structure of the respiratory system and its physiological relation to the heart and blood vessels. The student shall gain a deeper knowledge and be given a more sophisticated approach to these systems. Prerequisite: BIO 108.			
RTH 111—Clinical Education	0	16	5
Course provides orientation to hospitals, observation of storage, piping and safety standards related to medical gases. Lectures by members of various departments of the hospitals describing their role in the health care team will be attended by the students.			
Under supervision, students will be required to select and apply appropriate oxygen-aerosol therapy based on the student-instructor evaluation of individual patients. Evaluation will involve physical examination of the chest and observation of clinical signs and symptoms as related to specific types of therapy required. Prerequisite: RTH 101.			
RTH 112—Clinical Education	0	18	6
Under supervision, students will administer positive pressure breathing treatments and practice airway maintenance. Students will demonstrate proficiency in the review and interpretation of patient history and physician orders, educating the patient, making necessary clinical observations, evaluating effectiveness of therapy, and properly recording therapy administered. Prerequisite: RTH 102.			
RTH 113—Clinical Education	0	40	13
This course gives the student the opportunity to practice all areas of instruction for the preceeding three quarters.			
RTH 201—Respiratory Therapy III	4	2	5
An introduction to ventilators and monitoring devices, procedures and techniques, indications and contraindications as specifically related to prolonged, assisted, and controlled mechanical ventilators. Laboratory sessions require students to disassemble and reassemble ventilators and monitoring devices to assure student exposure to specific classifications, functions, and problems unique to each device. Prerequisite: RTH 103.			
RTH 202—Library Research I	2	0	2
This course is designed to introduce the student to the medical library and to begin to give the student experienced reference searching. The student will be expected, after researching the reference provided, to prepare a paper with bibliography, to present the paper, and to answer any questions from the class. Prerequisite: ENG 101.			

	Theory	Lab	Quarter Hours Credit
RTH 203—Pulmonary Cardiovascular Pathophysiology and Pulmonary Mechanics	4	0	4
This course will cover the pathophysiology of disease entities that primarily involve the pulmonary system and all of the cardiovascular system. The etiology, pathophysiology, abnormal pulmonary mechanics, and a brief description of the treatment of each disease process will be covered. Prerequisite: BIO 108, RTH 139.			
RTH 204—Respiratory Therapy IV	4	2	5
Designed to cover respiratory care as specifically related to medicine, pediatrics, general and thoracic surgery. Bronchopulmonary drainage, cardiopulmonary rehabilitation, blood gas and pulmonary function instrumentation will also be covered. Prerequisite: RTH 201.			
RTH 205—Library Research II	2	0	2
This course is designed to introduce the student to the medical library and to begin to give the student experience in reference searching. The student will be expected, after researching the references provided, to prepare a paper with bibliography, to present the paper, and to answer any questions from the class. Prerequisite: RTH 202.			
RTH 206—Pulmonary Function	3	0	3
This course will cover normal and abnormal pulmonary functions as well as acid-base physiology in health and disease processes. The student will learn how to perform pulmonary function studies, blood gas analysis, and expired and inspired gas analysis. He will learn the function and maintenance of pulmonary function and blood gas analysis equipment. Prerequisite: RTH 203.			
RTH 207—Intensive Respiratory Care	3	0	3
An in-depth lecture series involving controlled ventilation of respiratory distress victims using both positive pressure and volume ventilators will be covered. Emphasis will be placed on flow sheets and monitoring techniques provided on a moment-to-moment and hourly basis. An introduction to arterial blood tap techniques will be provided. Knowledge of endotracheal and tracheotomy airway care for these patients will be stressed. Prerequisite: RTH 203.			
RTH 208—Respiratory Therapy V	2	2	3
A preview of all modalities of therapy previously covered with emphasis on progressive phases of cardiorespiratory disease processes and appropriate therapy for each phase. Student will demonstrate understanding of the interrelationship of diseases and their treatment as related to specialty areas. Prerequisite: RTH 204.			
RTH 209—Library Research III	2	0	2
Continuation of RTH 205.			
RTH 210—Emergency Medicine and Resuscitation	2	2	3
American Red Cross standard and advanced first aid courses and cardiopulmonary resuscitation will be taught by class and lab methods. The role of the respiratory therapist in the emergency room, in community ambulance programs, and in disaster control will also be presented. Prerequisite: None.			

	Theory	Lab	Quarter Hours Credit
RTH 212—Seminar	3	0	3
Students will research and present to their classmates and instructor topics selected by the instructor. These topics will include new concepts and equipment used in the practice of respiratory therapy and concurrently review concepts and equipment. Prerequisite: Permission of program coordinator.			
RTH 215—Clinical Education	0	22	7
(Continued clinical application prolonged mechanical ventilation). Student will demonstrate proficiency, with minimal supervision, in the selection and application of ventilators, interpretation and evaluation of blood gas values, and weaning procedures and techniques. Also, under supervision, students will be subject to performing cardiorespiratory resuscitation. Prerequisite: RTH 201.			
RTH 216—Clinical Education	0	22	7
Clinical rotations in specialty areas to include surgical, medical, and pediatric intensive care units will be scheduled. Arterial punctures, pulmonary function testing, cardiorespiratory rehabilitation, and cardiorespiratory resuscitation will be practiced. Prerequisite: RTH 215.			
RTH 217—Clinical Education	0	24	8
Under supervision, students are introduced to the clinical application of mechanical ventilators and involves student-instructor evaluation of patients, election and application of ventilators, physiological monitoring, making necessary clinical observations, and comparing patient status with laboratory reports. Prerequisite: RTH 208.			
RTH 218—Clinical Education	0	37	12
During this course the student will function essentially as a student therapist while rotating through all clinical affiliates and will perform under the supervision of the clinical instructors who will continuously evaluate their progress. This course will provide a transitional period between academic and actual working conditions. Prerequisite: Successful completion of all RTH courses or permission of the program coordinator.			
RTH 220—Department Administration and Personnel Supervision	3	0	3
Course introduces students to management and supervisory principles. Emphasis will be placed on departmental management, personnel supervision, and an introduction to hospital administration. Prerequisite: Permission of program coordinator.			

SAFETY

SAF 1101—Shop Safety	1	0	1
A review of the development of industrial safety; fire prevention and protection; shop safety of handling hazardous gases and equipments; employer and employee responsibility; basic factors causing injuries by accident; emphasis on reporting minor injuries, shop rules and regulations of personal protective equipment used in welding. Emphasis on shop and home safety 24 hours a day. Prerequisite: None.			
SAF 1102—Shop Safety	1	0	1
This course will cover the safety practices as related to the maintenance, repair, adjustment, diagnosis, and operation of all automotive vehicles. Prerequisite: None.			

	Theory	Lab	Quarter Hours Credit
SAF 1103—Shop Safety	1	0	1
This course will cover the shop safety as related to Electrical Installation. Prerequisite: None.			
SAF 1104—Shop Safety	1	0	1
This course will cover the safety practices as related to all aspects of light construction, and the practical application of these practices. Prerequisite: None.			
SAF 1105—Shop Safety	1	0	1
This course will cover the safety practices as related to the maintenance, repair, adjustment, diagnosis, and operation of all diesel engines. Prerequisite: None.			
SAF 1106—Safety Practices	1	0	1
A review of welding standards as specified by the North Carolina Department of Labor. Prerequisite: None.			

SOCIOLOGY

SOC 100—Principles of Sociology	3	0	3
An introduction to sociology with emphasis on society and its institutions. Prerequisite: ADN Student.			
SOC 155—Courtship and Marriage	3	0	3
Designed to introduce the student to critical thinking and empirical knowledge relative to both affective, moral, and physical considerations. Prerequisite: ADN Student.			
SOC 110—Juvenile Delinquency	5	0	5
General survey of juvenile delinquency as an individual and social problem, theories of delinquency, causation, and methods of correction and prevention. The course will present a general overview of the juvenile court. Prerequisite: None.			
SOC 202—Sociology	3	0	3
This course, through the use of a reader and current periodicals, studies the nature, extent, causes, and consequences of social problems in contemporary society with emphasis given to problems of work, delinquency and crime, mental illness, race relations, poverty, population, and war. Prerequisite: None.			

SPEECH

SPE 110—Fundamentals of Speech	3	0	3
Preparation and delivery of speeches. Formal and informal speech problems are emphasized. Prerequisite: ADN Student.			

WELDING

WLD 1112—Mechanical Testing and Inspection	1	3	2
The standard methods for mechanical testing of welds. The student is introduced to the various types of tests and testing procedures and performs the details of the test which will give adequate information as to the quality of the welds. Types of tests to be covered are: bend, destructive, free-bend, guide-bend, nick-tear, notched-bend, tee-bend, nondestructive, V-notch Charpy impact, etc. Prerequisite: WLD 1121, WLD 1124B.			

	Theory	Lab	Quarter Hours Credit
WLD 1120—Oxyacetylene	4	15	9
Introduction to the history of oxyacetylene welding, the principles of welding and cutting, nomenclature of the equipment, assembly of the units. Welding procedures such as practice of puddling and carrying the puddle, running flat beads, butt welding in the flat, vertical and overhead position, brazing, hard and soft soldering. Safety procedures are stressed throughout the program of instruction in the use of tools and equipment. Students perform mechanical testing and inspection to determine quality of the welds. Prerequisite: None.			
WLD 1121—Arc Welding	3	9	6
The operation of A.C. transformers and D.C. motor generators arc welding sets. Studies are made of welding heats, polarities, and electrodes for use in joining various metal alloys by the arc welding process. After the student is capable of running beads, butt and fillet welds in all positions, they are made and tested in order that the student may detect his weaknesses in welding. Safety procedures are emphasized throughout the course. Prerequisite: WLD 1120.			
WLD 1122—Commercial and Industrial Practices	2	9	5
Designed to build skills through practices in simulated industrial processes and techniques. Emphasis is placed on maintenance, repairing worn or broken parts by special welding applications, field welding and nondestructive tests and inspection. Prerequisite: WLD 1120.			
WLD 1123—Inert, Gas, Mig, and Tig	1	6	3
Introduction and practical operations in the use of inert-gas-shield arc welding. A study will be made of the equipment, operation, safety and practice in various positions. A thorough study of such topics as: principles of operation, shielding gases, filler rods, process variations, and applications, manual and automatic welding. Prerequisite: WLD 1121.			
WLD 1124A—Pipe Welding	4	12	8
Designed to provide practices in the welding of pressure piping in the horizontal, vertical, and horizontal fixed position using shielded metal arc welding process according to Section IX of the ASME code. Prerequisite: WLD 1121.			
WLD 1124B—Pipe Welding	3	6	5
Designed to provide practice in the welding of pressure piping in the horizontal, vertical, and horizontal fixed positions using shielded metal arc welding process according to Section VIII and IX of the ASME code. Prerequisite: WLD 1124A.			
WLD 1125—Certification Practices	2	6	4
This course involves practice in welding the various materials to meet certification standards. The student uses various tests including the guided bend and the tensile strength tests to check the quality of his work. Emphasis is placed on attaining skill in producing quality welds. Prerequisites: WLD 1120, WLD 1121, WLD 1123, WLD 1124A, WLD 1124B.			

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B.A., Meredith College
- Young, Helen
R.N., Duke University; B.S., University of North Carolina at Chapel
Hill; M.S., Virginia Commonwealth University

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Telephone 726-2811

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Inquiries will receive prompt attention if addressed to the Administrative Offices at Carteret Technical Institute, 3505 Arendell Street, Morehead City, North Carolina 28557.

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COLOR, CREED, SEX OR NATIONAL ORIGIN.

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ACADEMIC CALENDAR

1978-1979

FALL QUARTER

Orientation	August 30
Registration	August 31 and September 1
Classes begin	September 5
Last day for late registration and to add a course ...	September 12
Last day to drop without penalty	October 17
Quarter examinations	November 17 and 20
Quarter ends	November 20

WINTER QUARTER

Registration	November 28
Classes begin	November 29
Last day for late registration and to add a course	December 5
Christmas holiday begin 11 p.m.	December 19
Classes resume at 8 a.m.	January 2
Last day to drop without penalty	January 22
Quarter examinations	February 23 and 26
Quarter ends	February 26

SPRING QUARTER

Registration	March 5
Classes begin	March 6
Last day for late registration and to add a course	March 13
Easter holiday begin 11 p.m.	April 12
Classes resume at 8 a.m.	April 17
Last day to drop without penalty	April 19
Quarter examinations	May 22 and 23
Quarter ends	May 23

SUMMER QUARTER

Registration	May 29
Classes begin	May 30
Last day for late registration and to add a course	June 5
July 4 holiday begin 11 p.m.	July 3
Classes resume at 8 a.m.	July 5
Last day to drop without penalty	July 10
Quarter examinations	August 14 and 15
Quarter ends	August 15
Graduation	August 17

ACADEMIC CALENDAR

1979-1980

FALL QUARTER

Orientation	August 29
Registration	August 30 and 31
Classes begin	September 4
Last day for late registration and to add a course ...	September 11
Last day to drop without penalty	October 16
Quarter Examinations	November 16 and 19
Quarter ends	November 19

WINTER QUARTER

Reigstration	November 27
Classes begin	November 28
Last day for late registration and to add a course	December 4
Christmas holiday begin 11 p.m.	December 19
Classes resume at 8 a.m.	January 2
Last day to drop without penalty	January 22
Quarter examinations	February 22 and 25
Quarter ends	February 25

Spring Quarter

Registration	March 3
Classes begin	March 4
Last day for late registration and to add a course	March 11
Easter holiday begin 11 p.m.	April 3
Classes resume at 8 a.m.	April 8
Last day to drop without penalty	April 17
Quarter examinations	May 20 and 21
Quarter ends	May 21

SUMMER QUARTER

Registration	May 27
Classes begin	May 28
Last day for late registration and to add a course	June 3
July 4 holiday begin 11 p.m.	July 3
Classes resume at 8 a.m.	July 7
Last day to drop without penalty	July 9
Quarter examinations	August 12 and 13
Quarter ends	August 13
Graduation	August 15

ACADEMIC CALENDAR

1980-1981

FALL QUARTER

Orientation	September 3
Registration	September 4 and 5
Classes begin	September 8
Last day for late registration and to add a course ...	September 12
Last day to drop without penalty	October 20
Quarter Examinations	November 20 and 21
Quarter ends	November 21

WINTER QUARTER

Registration	December 1
Classes begin	December 2
Last day for late registration and to add a course	December 8
Christmas holidays begin 11 p.m.	December 19
Classes resume at 8 a.m.	January 5
Last day to drop without penalty	January 27
Quarter examinations	February 27 and March 2
Quarter ends	March 2

SPRING QUARTER

Registration	March 9
Classes begin	March 10
Last day for late registration and to add a course	March 16
Easter holidays begin 11 p.m.	April 16
Classes resume at 8 a.m.	April 21
Last day to drop without penalty	April 22
Memorial Day Holiday	May 25
Quarter examinations	May 27 and 28
Quarter ends	May 28

SUMMER QUARTER

Registration	June 2
Classes begin	June 3
Last day for late registration and to add a course	June 9
July 4 holiday begins 11 p.m.	July 2
Classes resume at 8 a.m.	July 6
Last day to drop without penalty	July 17
Quarter examinations	August 18 and 19
Quarter ends	August 19
Graduation	August 21

GENERAL INFORMATION



THE INSTITUTION

HISTORY

The institution presently known as Carteret Technical Institute emerged as a reality for the people of Carteret County in July, 1963. At that time the Carteret County Industrial Education Center was authorized by the North Carolina State Board of Education, with the stipulation that the Center must operate proficiently for a period of two years as a unit of the Wayne Technical Institute before making application to have its status changed to that of an independent institution. Following this action by the State Board of Education, state and local funds required for the Center's operation were allocated, buildings were obtained and renovated, necessary equipment was secured and installed, and in January, 1964, the Center inaugurated its first full-time program with the initiation of a course in Marine Engines.

The progress of the institution since 1964 has been steady and sure and is apparent in the growing number of courses offered to citizens of the county interested in furthering their education or improving their skills. Beginning with only one course in 1964, the Institute now offers curriculum programs in twenty-two areas. In addition, the Institute cooperates with the North Carolina Employment Security Commission in offering Comprehensive Employment and Training Act courses and with East Carolina University in providing a full freshman year of college work. Numerous short-term courses, normally 60-65 courses at any given time, are offered to meet particular needs of county residents.

Application for independent status was made and approved in January, 1968, giving the institution, now Carteret Technical Institute, equal status with other technical institutes in the North Carolina Community College System. In November of that year the citizens of Carteret County voted for a tax levy for support of the institution and technical institute bonds in the amount of \$500,000 for construction of a new physical plant. On December 13, 1968, the Governor and Advisory Budget Commission approved conversion of the institution from contractual to chartered status. The Institute now operates directly under control of the North Carolina Department of Community Colleges.

Construction of the new facilities was completed in December, 1972. Carteret Technical Institute has made great progress since 1964, and faces the future with optimism and a keen sense of purpose.

PHILOSOPHY

The philosophy of Carteret Technical Institute is a system of beliefs that serves as a reservoir out of which come all objectives of the institution. This philosophy, reflecting the thoughts of our leading educa-

tors, students, faculty, staff, and administration, has been adopted by the Board of Trustees.

With the establishment of Carteret Technical Institute, a new dimension was added to the education system of this area. In keeping with the broad goals of the North Carolina Department of Public Instruction and the Department of Community Colleges, Carteret Technical Institute readily adopted the philosophy of "total education" and the "open door" admission. Total education, in addition to providing quality instruction, gives consideration to the diversity of cultural, civic, and economic needs among individual students and takes into account the differences in individual ability to acquire an education. Open door admission's provides that for any applicant who wants and needs more education, regardless of his educational background, the door of the institution is open.

This institution is cognizant of the fact that to make the opportunities which it offers a reality to the citizens of North Carolina, there must be a planned cooperative effort with the elementary and secondary schools, the colleges and universities, and all other relevant agencies with similar objectives and responsibilities.

In summary, Carteret Technical Institute expounds a philosophy which holds out (1) the hope of universality of educational opportunity and (2) the hope of maximal intellectual, moral, and physical achievement on the part of each student.

PURPOSE AND OBJECTIVES

The purpose of Carteret Technical Institute is to extend universal educational opportunities to anyone of suitable age.

The concept of universal educational opportunities for all persons includes the basic ingredients of easy accessibility, low tuition, professional guidance services, a broad curriculum offering, an atmosphere conducive to learning, and quality instruction. More specifically, the purpose of Carteret Technical Institute is:

- A. To provide technical programs which prepare persons for jobs in product and service oriented occupations for which the Associate of Applied Science Degree may be awarded.
- B. To provide vocational programs which prepare persons for jobs requiring varying levels of ability and skill for which a certificate or diploma may be awarded.
- C. To provide occupational educational program for employed adults who need training or re-training to increase their occupational competency.
- D. To fulfill a leadership role in community growth and development, by training individuals who will in turn attract industry and service suppliers to the area.

- E. To design and implement programs to meet the needs of the community as they arise.
- F. To provide programs of continuing education for adults who need or desire to improve basic educational skills, to complete high school requirements, to pursue personal interest courses, and to pursue in-service training for certification and re-certification as needed.
- G. To provide testing and guidance of individuals for determining their aptitudes, interests, and proper entrance levels.
- H. To provide developmental courses for persons whose educational background would indicate the likelihood of difficulty with the course work in their chosen area of study.
- I. To cooperate with East Carolina University, by providing facilities and, where appropriate, instructional personnel in return for FTE credit, in East Carolina's efforts to make freshman and sophomore university courses available and easily accessible to citizens of Carteret County.
- J. To continually evaluate the instructional program, support staff, facilities, and other institute components in terms of stated objectives.
- K. To provide the opportunity for all people to continue their personal growth as responsible citizens in a democratic society.
- L. To provide, as a community service, a centralized facility for meetings.

LOCATION AND FACILITIES

Carteret Technical Institute is located on United States Highway 70 West, Morehead City, North Carolina. Morehead City is one of two state ports in North Carolina and is rapidly becoming the center of commerce and industry in the northern tidewater area.

The Institute is located less than one-half mile from the center of town. The Institute is equipped with the latest and most modern equipment. The entire facility is heated and, where practical, classrooms and laboratories are air-conditioned.

ACCREDITATION

Carteret Technical Institute is accredited by the Department of Community Colleges and the North Carolina State Board of Education and operates as specified in Chapter 115A of the General Statutes of North Carolina. The Institute is also accredited by and a member of the Southern Association of Colleges and Schools. In addition, the Allied Health Programs are accredited by the American Medical Association and the North Carolina State Board of Nursing.

ADDITIONAL PROGRAMS AT OTHER INSTITUTIONS

Two community colleges and one technical institute are located within relatively easy driving distance from Carteret County. These institutions offer degree and diploma programs not presently offered at Carteret Technical Institute. These programs, to a large extent, contain course requirements which may be taken at Carteret Technical Institute before transfer is necessary; in some cases, the major share of these requirements may be taken at the Institute. Students who prefer a degree or diploma program at the following community colleges or technical institutes should contact a counselor at Carteret Technical Institute.

ASSOCIATE IN ARTS DEGREE—COLLEGE TRANSFER

Coastal Carolina Community College
Craven Community College

ASSOCIATE IN APPLIED SCIENCE DEGREE

Coastal Carolina Community College

- Accounting
- Dental Hygiene
- Electronic Data Processing
- Marketing and Retailing
- Medical Laboratory Technician
- Surveying Technology

Craven Community College

- Accounting
- Drafting and Design Technology
- Educational Assistant (Teacher Aide)
- Industrial Maintenance Technology
- Marketing and Retailing Technology

Pamlico Technical Institute

- Accounting
- Agricultural Science and Mechanization

DIPLOMA PROGRAM

Coastal Carolina Community College

- Auto Body Repair
- Electronic Servicing
- Machinist
- Masonry
- Mechanical Drafting

Craven Community College
Architectural Drafting
Auto Body Repair
Dental Assistant
Electronic Servicing
Masonry
Operating Room Technician

Pamlico Technical Institute
Home Hospital Aide
Child Care Worker

ADMISSIONS



ADMISSION PROCEDURES AND ENTRANCE REQUIREMENTS

GENERAL ADMISSION REQUIREMENTS

The admission procedures of Carteret Technical Institute are designed to create a feeling of personal interest in the applicant and his plans for the future.

Carteret Technical Institute is a co-educational institution open to any individual who meets the admission requirements for the particular course in which he chooses to enroll.

If a student fails to meet the admission requirements for the course of his choice, a member of the counseling staff will help him plan a remedial or preparatory program of study. The counselor, working with the applicant, may recommend a program more suitable to the individual's ability, aptitude, and educational background.

BASIC ADMISSION REQUIREMENTS

All Associate in Applied Science Degree applicants must be high school graduates. The high school graduation requirement is considered to have been met by graduation from high school, possession of a State High School Equivalency Certificate, or possession of an Adult High School Diploma.

Generally, applicants for admission to a Diploma Program must possess a high school diploma or its equivalency. However, some exceptions are made for individuals whose age and maturity make success in a Diploma Program likely.

GENERAL ADMISSION PROCEDURES

1. The applicant must be at least 18 years of age or his or her high school class must have graduated.
2. **Application**—The applicant must submit a properly completed form to the Office of Student Affairs. Early application is recommended to allow adequate time for processing.
3. **Transcripts**—Applicants for admission to all programs at the Institute must have official transcripts forwarded from high schools and all post-secondary schools that they have attended. Applicants who have earned equivalency certificates must present evidence that they have successfully completed the tests. It is the responsibility of the applicant to insure that official transcripts are presented to the Office of Student Affairs.
4. **Medical Reports**—Those applicants accepted for admission in Practical Nurse Education and Associate Degree Nursing must present medical forms (physical and dental exams) completed by a

physician and the Cornell Health Questionnaire filled out by the applicant to the Office of Student Affairs.

5. **Letters of Reference**—Applicants to all medical programs (except Recreation Therapy) must submit letters of reference to the Office of Student Affairs (3 minimum).
6. **Testing**—For advisement and placement purposes, applicants for vocational and technical programs (except certificate programs) must take, prior to enrollment, the Otis-Lennon Mental Ability Test administered by Carteret Technical Institute. In addition, all technical applicants and vocational applicants in Medical Office Assistant and Practical Nurse Education will be administered the Comparative Guidance and Placement tests for English, math, and reading for purposes of selection or developmental guidance. All other vocational applicants will complete the Math Placement test and Iowa Silent Reading Test for placement. The applicants for Radiologic Technology and Respiratory Therapy programs must also take the Scholastic Aptitude Test of the College entrance Examination Board administered by the Educational Testing Service, Princeton, New Jersey.
7. **Interviews**—All applicants should make an appointment with one of the counselors for a personal interview prior to their enrollment. The counseling session is designed to acquaint the student with the Institute and to help determine if the student has made a wise choice in program selection. Applicants for all medical programs (except Recreation Therapy) must be interviewed by admissions committees.

PROVISIONAL ADMISSION

Applicants applying too late to complete all admission procedures, or applicants who do not desire admission to a full-time program, will be permitted to register as special students at the discretion of the Dean of Student Affairs. Special students will be allowed to enroll for a maximum of 15 quarter hours of credit without meeting all admission requirements. Upon completion of 15 quarter hours of credit a student must meet all general or specific admission requirements or face suspension from the Institute.

SPECIAL ADMISSION REQUIREMENTS FOR ASSOCIATE DEGREE NURSING, PRACTICAL NURSE EDUCATION, RADIOLOGIC TECHNOLOGY, RESPIRATORY THERAPY, AND MEDICAL OFFICE ASSISTANT.

1. **Interviews**—Applicants for these programs are encouraged to request a personal interview with the counselor at the time of application. The applicant must report for a final interview with the Admissions Committee.

2. **Testing**—Applicants for these programs must qualify through entrance tests. Nursing and Medical Office Assistant applicants will take the Otis-Lennon Mental Ability Test and the Comprehensive Guidance and Placement Test. Radiologic Technology and Respiratory Therapy Technology applicants must take the Scholastic Aptitude Test in addition to the tests cited above.
3. **References**—Three letters of character reference are required prior to the Admissions Committee interview.
4. **Medical Reports.** All accepted applicants in Associate Degree Nursing and Practical Nurse Education must have completed physical and dental examinations and file these completed forms with the Office of Student Affairs.

EVENING CURRICULUM PROGRAM ADMISSIONS REQUIREMENTS

Students who apply for admission to the Evening Program will follow the same procedures for admission as outlined for the day program. Applicants applying too late to complete all admission procedures or applicants who do not desire admission to a full-time program will be permitted to register as special students at the discretion of the Dean of Student Affairs. Special students will be allowed to enroll for a maximum of 15 quarter hours of credit without meeting all admission requirements. Upon completion of 15 quarter hours of credit, a student must meet all general or specific admission requirements or face suspension from the Institute.

ADMISSION OF TRANSFER STUDENTS

Educational work completed by a student in other accredited institutions may, where applicable, be credited toward the requirements of the Degree or Diploma Program at Carteret Technical Institute. Admission as a transfer student is considered according to the following regulations:

1. A completed application and a transcript direct from the transfer institution must be received before registration is permitted. Late applicants may be admitted as special students pending receipt of transcripts from the transfer institution.
2. Transfer credit may be allowed for courses in which a student has made a "D" provided he has a minimum grade point average of 2.0 (C average) on all credits accepted for transfer.
3. The Dean of Student Affairs will evaluate all transcripts for transfer credit. All courses for which transfer credit is allowed must parallel courses offered at Carteret Technical Institute or fall within the same course classification if not offered at Carteret Technical Institute.

4. Credits from colleges operating on the semester system are recalculated on a quarter hour basis.
5. Quality point averages for graduation, honors, and continuing enrollment are computed on Carteret Technical Institute work only.
6. The time limit for acceptance of transfer credits from another institution toward completion of a diploma or degree program at Carteret Technical Institute is ten years.
7. An applicant on disciplinary suspension from another college or institute will not be admitted to Carteret Technical Institute until the specified suspension period is completed. Any student who conceals such status is subject to dismissal upon discovery.
8. Applicants will receive an "Evaluation of Transfer Credits" form denoting hours transferred with their acceptance letter.
9. Students transferring to Carteret Technical Institute must pass at least 24 quarter hours of credit at the Institute in order to be eligible to graduate.

TRANSFER OF CREDITS WITHIN CARTERET TECHNICAL INSTITUTE

Credits earned in any institutional degree program may be credited toward a degree or diploma program upon evaluation by the Dean of Student Affairs. Credits earned in a diploma program are not acceptable to an associate degree program but may be credited toward a second diploma major. If graduation requirements change during the time a student is enrolled, the student may elect to satisfy the requirements in effect at the time of his original enrollment or the new requirements.

All students who are currently enrolled or who have graduated from a curriculum program of the Institute and wish to transfer to another curriculum program must follow these procedures:

1. Applicant will submit an application stating the desired curriculum and quarter of entrance.
2. Applicant must meet the admission requirements for the desired program as stated in the school catalog.

The applicant will receive notification of admission by letter from the Office of Student Affairs along with an "Evaluation of Transfer Credit" form denoting hours for which credit will be given.

APPLICATION STATUS

Applicants are kept informed concerning their admission status through the following procedures:

1. The applicant will receive a form letter indicating that the application has been received and what additional information is needed before final acceptance can be granted.

2. Transfer applicants and students transferring between programs within the Institute will receive an "Evaluation of Transfer Credit" form denoting courses for which Carteret Technical Institute credit is allowed.
3. Upon receipt of all necessary forms and completion of admission procedures a final letter denoting acceptance for admission is forwarded to the applicant.

READMISSION

Application for readmission is required of all students for whom one or more quarters have elapsed since their last enrollment. Graduates who plan to return in another program must also file for admission.

FOREIGN STUDENTS

The Institute is authorized under Federal law to enroll non-immigrant alien students. All foreign applicants must submit evidence of proficiency in the English language.

ACADEMIC INFORMATION



CURRICULUM

QUARTER SYSTEM

Carteret Technical Institute operates on the quarter system. The fall, winter, spring, and summer quarters are each approximately eleven weeks in length. The Institute is in session five days per week.

CREDIT HOURS

The quarter hour is the unit of measurement for credit purposes. Quarter hours of credit are awarded as follows: one quarter hour credit for each hour per week of class work, one quarter hour of credit for each three hours of shop practice per week.

The formula for computation of credit hour equivalency is as follows:

1 class hour (C)	= 1 credit hour (CH)
2 laboratory hours (L)	= 1 credit hour (CH)
3 shop (s) or skills laboratory (L) hours	= 1 credit hour (CH)

Courses listed in the catalog are not designated as "skills" laboratories as such; however, where credit is awarded on a 3 to 1 ratio; it means the emphasis in the lab (L) is on skills development.

Generally a student will have to spend two clock hours in preparation for one class hour.

TRANSFER OF CREDIT

Educational work completed by the student in accredited institutions may, where applicable, be credited toward the requirements of the Degree or Diploma Program at Carteret Technical Institute. Students must file transcripts of previous education so that an evaluation can be made for awarding transfer credits. (See **Admissions** for additional information about awarding of transfer credit).

Quarter hours of credit earned at Carteret Technical Institute can be transferred to any of the institutions authorized to function under the North Carolina Department of Community Colleges and to many other educational institutions. Each individual institute, whether a member of the Department of Community Colleges or not, will evaluate each student's transcript for awarding of possible transfer credit from Carteret Technical Institute.

STUDENT CLASSIFICATION

Full-time student—a student enrolled for twelve (12) or more quarter hours of credit.

Part-time student—a student enrolled for fewer than twelve (12) quarter hours of credit.

Freshman—a student who has completed with a passing grade less than forty-five (45) quarter hours of credit.

Sophomore—a student who has completed with a passing grade more than forty-five (45) quarter hours of credit.

REGISTRATION

All students are urged to register at the beginning of each quarter of attendance. Students who have failed to register properly will be considered audit students and will receive neither grades nor credit for the course. Registration procedures are published prior to each registration period and should be followed to insure that enrollment has been completed. Those students who fail to register on the designated dates each quarter will be assessed a late registration fee.

AUDITING

Courses may be audited after registration procedures have been completed and permission has been obtained from the instructor. Credit by examination will not be allowed for courses which have been audited. A grade of "Au" will be recorded on the transcript with no hours credit or quality points given.

CREDIT BY EXAMINATION

Credit by examination may be allowed in certain courses designated by the various instructional areas if a student can demonstrate evidence that he possesses the required level of proficiency in such courses as a result of independent study and experience. This credit, offered on a pass/fail basis, will be awarded for 80 percent proficiency in a written and/or oral examination or demonstration of skill designed and approved by the department which offers the course being challenged.

Examinations for the courses currently designated are available in the Learning Laboratory and/or departmental files, and students need only the permission of the Dean of Student Affairs or the Counselor to be eligible for these examinations. The designation of courses open to challenge will be reviewed annually by the Curriculum Committee, and credit by proficiency will not normally be awarded for other courses. However, in the case of extremely unusual circumstances, special testing may be made available if the Dean of Student Affairs or Counselor, the Division Chairman, and the Curriculum Area Coordinator for the instructional area involved all agree that such testing is in the student's best interest.

Courses successfully challenged are recorded on the permanent transcript, and hours are given toward meeting requirements, but no quality points are given for computation of a cumulative grade point average.

Specific procedures, regulations, and guidelines to be followed in requesting a proficiency examination may be found in the *Student Handbook*.

CHANGE OF SCHEDULE

There may exist certain circumstances that make it necessary for a student to change his class schedule after initial enrollment. A change in class schedule after registration may be made only with the approval of the faculty advisors, Dean of Student Affairs, (Counselor, Registrar) and clearance by the Business Office.

The last date that a course can be added each quarter is stated in the school calendar (normally one week after course begins). Any student wishing to drop a course must complete the drop procedures before the date published in the academic calendar (normally five weeks after classes begin). Courses dropped before this date will be without penalty. Official calendars are published in the *School Catalog* and *Student Handbook*.

ACADEMIC LOAD

A full-time student is one who is carrying 12 or more quarter hours of course work. Normal load for most students will vary between fifteen and eighteen quarter credits. Course schedules and course loads should be carefully planned through consultation with a counselor and approved by the student's faculty advisor. No student may carry in excess of 21 credit hours without prior approval of the Dean of Student Affairs unless his curriculum requirements, as stated in the catalog, require more than 21 hours in a particular quarter.

ATTENDANCE

The nature of the programs for students at Carteret Technical Institute is such that it is necessary that students be in regular attendance at all times. A student must attend a minimum of 75 per-cent of the total class hours, laboratory periods, and shop sessions for each course in order to receive a passing grade in curriculum classes or a certificate in Continuing Education. **Absences in excess of 25 per-cent will result in the student being automatically withdrawn from the course with a failing grade.**

A student will be allowed to withdraw anytime during the quarter for valid reasons (such as illness or similar emergencies). The grade received for official withdrawal will be WD. The course title and number will appear on the transcript with the WD listed beside the course, but hours and quality points for the course(s) will not be counted in computing grade point average for curriculum courses.

Each student has the full responsibility of accounting to his or her instructors for each class session missed. The instructor(s) will deter-

mine if the work can be made up. However, any work that is made up cannot be used to erase any absences on the part of the student.

ATTENDANCE POLICY

ALLIED HEALTH DIVISION

The nature of the Allied Health Division programs at Carteret Technical Institute is such that it is necessary for students to be in regular attendance at all times. Since the contracting institutions require that students be in attendance on regularly scheduled basis with a minimum number of absences, the attendance policy of the Allied Health Division will deviate from that of the other departments within the Institute. The specific policy as relates to all Allied Health Division students is as follows: Students must attend a minimum of 90 per-cent of the total class, clinical, field work, or practicum hours. Absences in excess of 10 per-cent will result in the student being automatically withdrawn from the course with a failing grade unless due to extreme emergency conditions. Should this occur, each case will be considered on its own merits and a decision will be reached by the Division Chairman and the Dean of Student Affairs whether or not the individual student will be allowed to continue his enrollment.

WITHDRAWAL

Students desiring to withdraw from the Institute during the quarter must withdraw officially through the Office of Student Affairs. Official withdrawal procedures are as follows:

1. The student will secure a Registration Change Notice from the Office of Student Affairs.
2. The student will complete the form including identifying course information.
3. The student will secure the signature of his advisor.
4. The student will then return the form to the Office of Student Affairs for signatures and completion for validation purposes.
5. The Office of Student Affairs will notify individual instructors about official class or program withdrawal.

A student is responsible for initiating a withdrawal form. If he does not and merely stops attending class, the instructor will initiate withdrawal in which the grade will be a failing grade designated "F".

WITHDRAWAL GRADE POLICY

If a student officially withdraws before the end of the drop/add period, registration in the course will not appear on his record and no grade will be assigned.

A student officially withdrawing from a course or a program after the end of the drop/add period, but before the end of the sixth week of a quarter, will receive a grade of "WD".

A student may officially withdraw after the sixth week of a quarter due to extenuating circumstances. The Dean of Student Affairs will make a determination whether or not reasons for withdrawal fall in the extenuating circumstances category. If officially approved a grade of "WD" would be given.

A student who ceases to attend class and does not notify the Institute to officially withdraw, as well as those individuals who withdraw after the sixth week of the quarter without approved extenuating circumstances, will be assigned a failing grade designated by an "F". In addition, students dropped by instructors due to exceeding the provisions of the attendance policy will receive a failing grade, "F".

GRADING SYSTEM AND QUALITY POINT AVERAGE

A quality point system is used to calculate all student scholarship standings. The letter grades used and explanations follow.

Letter Grade	Numerical Grade	Explanation	Quality Points Per Quarter Hour Credit
A	93-100	Excellent	4
B	84-92	Good	3
C	75-83	Average	2
D	68-74	Below Average	1
F	Below 68	Failed, unofficial withdrawal	
WD		Official withdrawal—no grade or quality points	
P		Proficiency—credit hours given, no quality points earned	
I		Incomplete—no grade or quality points because of incomplete work. An "I" must be removed by the end of the next quarter. If an "I" is not removed within the time allowed, the "I" will be changed to an "F".	
Au		Audit—no grade or quality points	

The quality point average is calculated by dividing the total number of quality points earned by the hours attempted, including both courses passed and failed. If a course has been repeated, only the higher grade will be used in determining the quality point average. All courses attempted will be shown on the official transcript.

ACADEMIC RETENTION REQUIREMENTS

Each student at Carteret Technical Institute is expected to maintain satisfactory progress toward a degree or diploma. At the end of each quarter, a student's grade point average for that quarter and his cumulative grade point average are examined. Minimum cumulative grade point averages for remaining in good standing are as follows:

Attempted Credit Hours	Diploma Program (Grade Point Average)	Degree Program (Grade Point Average)
1-20	1.25	1.25
21-39	1.50	1.40
40-59	1.75	1.65
60-79	2.00	1.80
80-99		1.90
100-149		2.00

ACADEMIC PROBATION

Any student who falls below the minimum retention requirements will be placed on probation. When a student is placed on probation, he is so notified in writing by the Dean of Student Affairs. A student on academic probation is required to schedule a conference with a counselor after he is so notified about his probationary status. The counselor will assist the student in identifying his academic problems and may help the student to explore alternative programs for which he is better qualified. Any curriculum student on probation who fails to make satisfactory improvement in his grade point average during the quarter he is on probation may be suspended, placed in a more appropriate program, or be encouraged to take a reduced load. If a student is receiving VA educational benefits these benefits will be terminated until retention requirements are met and the probationary status removed. A student who has been suspended for academic reasons may apply for readmission. His readmission application would be considered on an individual basis by the Dean of Student Affairs, Division Chairman, and advisor.

REPEATING COURSE WORK

The following regulations govern the repeating of a course previously taken at Carteret Technical Institute.

A student who has failed a course will be allowed to repeat the course and receive the higher grade. Should a course be repeated, the quality point average would be determined using the hours attempted and quality points received from the higher grade.

In some instances, a student passes a course but does not reach the proficiency required during the quarter to advance to the next course in the sequence. Should a student taking a sequency course fail to meet the proficiency required by the department involved to advance to the next course in the sequence, he would be encouraged by the counseling staff and faculty advisor to repeat the course in order to gain greater proficiency.

A student who makes a passing grade in a course and wishes to repeat the course must have the permission of the Division Chairman, the counselor, and the Dean of Student Affairs.

When the course has been repeated, the higher of the grades would be recorded on the student's transcript and used for determining the quality point average.

In order to maintain a complete record of all courses taken, the student's transcript would contain those courses passed, failed, and repeated. However, only the higher grade will be used to determine the quality point average needed for graduation.

PRESIDENT'S LIST AND DEAN'S LIST

Carteret Technical Institute recognizes outstanding academic achievement by a student through the President's List and Dean's List.

The President's List is composed of students who are enrolled for a minimum of twelve quarter hours of credit and received no grade below an "A" on all work taken.

The Dean's List is composed of students who are enrolled for at least twelve quarter hours of credit and make at least three quality points per credit hour on all work taken with no grade below a "C".

TRANSCRIPT AND GRADE REPORTING

Reports of grades will be mailed to each student's home immediately following the completion of each quarter's work.

Transcripts of the student's record will be sent to other colleges, universities, institutes, employers, or to the student himself, when an official request has been made, but only after all obligations have been completed with the Institute.

There is no fee charged for the issuing of transcripts.

REQUIREMENTS FOR GRADUATION

Carteret Technical Institute has been approved by the North Carolina Department of Community Colleges to award an Associate of Applied Science Degree, a Diploma, or a Certificate to those who qualify through course work taken at the Institute.

An Associate of Applied Science Degree is awarded a student who completes a two-year technical program with a general average of "C" or better in his major field of study and has at least two quality points for each quarter hour of credit earned in his total program.

A diploma is awarded a student who completes a one-year vocational program with a general average of "C" or better in his major field of study and has at least two quality points for each quarter hour of credit earned in his total program.

A certificate is awarded a student who successfully completes a program of less than one year in length.

In addition to fulfilling all other requirements for graduation, a transfer student must earn a minimum of 24 quarter hours of credit at

Carteret Technical Institute in order to be eligible for a degree from this institution.

Presence at graduation exercises is a requirement for prospective degree or diploma recipients except when permission for absentia has been granted by the Dean of Student Affairs. A written request for such permission must be made at least ten (10) days before commencement.

Upon recommendation of the curriculum area coordinator and approval by the Dean of Instruction and the President of the Institute, certain specific graduation requirements may be waived. This action may be necessitated as a result of curriculum changes during a student's enrollment which would prevent such student from completing all courses previously required for graduation. However, only courses which are relative to the curriculum will be allowed to be substituted. The failure of an adequate number of students to register for a particular course during a person's final quarter would also be grounds for waiving certain graduation requirements and substituting a course applicable to the field of study being pursued.

All financial obligations to the Institute must be cleared before a degree, diploma, or certificate can be awarded.

GRADUATION WITH HONORS

Students graduating with quality points averaging 3.5 and above will be so designated on the graduating program and their degree or diploma will bear a gold "Honors" seal.

STUDENT RECORD CONFIDENTIALITY

A student's record is considered a confidential document and as such will be maintained in accordance with policies stated in the *Institute Operational Manual* and *Student Handbook*. No part of the student's permanent record shall be released to any person or agency outside the Institute without the written consent of the student. Access to his record is guaranteed to every student subject only to reasonable regulation as to time, place, and supervision.

EXPENSES



FEES AND EXPENSES

GENERAL FEES

A major objective of Carteret Technical Institute is to provide quality education at the lowest possible cost for the student. Tuition and fees paid by students are kept at a minimum and do not represent the total operating expenses of the Institute. The balance is provided by local, state, and federal tax funds.

TUITION AND FEES FOR STUDENTS ENROLLED IN GENERAL EDUCATION, TECHNICAL, AND VOCATIONAL PROGRAMS

Resident (12 quarter hours or more)	\$ 39.00 per quarter
Non-Resident (12 quarter hours or more)	\$198.00 per quarter
Resident (less than 12 quarter hours)	\$ 3.25 per quarter hour
Non-Resident (less than 12 quarter hours)	\$ 16.50 per quarter hour
Insurance (optional)	\$ 4.00 per year
Activity fee (required of full-time students, optional for part-time students)	\$ 3.00 per quarter

Payment of Tuition and Fees

All tuition and fees are due and payable at the Business Office on the official day(s) of registration. Partial payment or credits are not accepted unless previous arrangements have been made and approved by the Business Manager. Students are to initiate such needs with the Dean of Student Affairs prior to any attempt to register. The Dean of Student Affairs will then make recommendations to the Business Manager who will make the final determination whether or not partial payments or credits will be acceptable.

A student will not be allowed to register, graduate, receive a diploma, certificate, or a transcript as long as an account is outstanding.

Late Registration Fee

Registration schedules are set for specific days and certain definite procedures are required.

A student has not completed registration until all of the required steps are taken. It is the student's responsibility to seek and then to follow the necessary procedures. Payment of tuition and fees is a required step in the procedure.

Any student who fails to complete registration for classes and to make the required payment of expenses and fees on the prescribed registration day(s) according to the official school calendar will be charged a late registration fee of **\$5.00**. This applies to all students with no exceptions—day, evening, full-time, part-time, special, and audit enrollees.

Those with anticipated financial difficulties should contact the Dean of Student Affairs in person well in advance of the registration deadline. Only the Business Manager will approve any special arrangements, payments and credits concerning any late payments. The Business Manager will approve or disapprove any request for exemption of the late registration fee after recommendations from the Student Affairs Department.

Refund Policy

Tuition refund for students shall not be made unless the student is, in the judgment of the institution, compelled to withdraw for unavoidable reasons. In such cases, two-thirds (2/3) of the student's tuition may be refunded if the student withdraws within ten (10) calendar days after the first day of classes as published in the school calendar. Tuition refunds will not be considered after that time. Tuition refunds will not be considered for tuition of five dollars (\$5.00) or less, unless a course or curriculum fails to materialize due to no fault of the student.

There is no refund on such payments as activity fees, insurance premium fee, graduation fee for diploma or degree once it is ordered, and special fees such as for late registration.

In all refund cases, the student must initiate his withdrawal through the Student Affairs Department. The Business Office will make the allowable refund only after written request is received from the Dean of Student Affairs.

Activity Fee

The State Board of Education provides that a fee up to \$28.00 per academic year per student (\$7.00 per four quarters or \$9.00 per three quarters) may be established as a local student activity fee. The Student Government Association of Carteret Technical Institute has approved a \$3.00 activity fee per quarter for both day and evening curriculum students enrolled on a full-time basis. Part-time students may elect to pay the activity fee although it is not mandatory.

Auditing Fee

Students auditing a curriculum course at the Institute will be required to pay the tuition fee applicable to students receiving credit for the course. This regulation applies to both resident and non-resident students.

Activity Cards

Activity cards will be issued at the beginning of each quarter to all full-time students. Part-time students will be issued an activity card upon payment of the full activity fee.

Graduation Fee

A graduation fee will be due and payable when application for graduation is processed. The graduation fee covers the cost of the degree or diploma, the rental of a cap and gown, and other graduation expenses.

Insurance

A student may purchase insurance to cover accidents associated with school activities for \$4.00 per year. This group insurance coverage is for an entire academic year. It is highly recommended that all students take advantage of this coverage. The insurance is optional and students can purchase this coverage by making payment in the Business Office at the beginning of each quarter. Students who elect not to purchase this insurance coverage must sign a waiver indicating that the Institute will not be held responsible for any accident that occurs on the campus or at a school-related activity.

Books and Supplies

Necessary textbooks, supplies, and tools can be acquired through the bookstore maintained by the Institute. The bookstore is operated on a cash basis, and there is no refund on books and supplies. The cost of these items varies according to the program of study taken by the student.

RESIDENCE STATUS FOR TUITION PAYMENT

N. C. GENERAL STATUTE 116-143.1

Provisions for determining resident status for tuition purposes.

(a) As defined under this section:

(1) A "legal resident" or "resident" is a person who qualifies as a domiciliary of North Carolina; a "non-resident" is a person who does not qualify as a domiciliary of North Carolina.

(2) A "resident for tuition purposes" is a person who qualifies for the in-State tuition rate; a "non-resident for tuition purposes" is a person who does not qualify for the in-State tuition rate.

(3) "Institution of higher education" means any of the constituent institutions of The University of North Carolina and the community colleges and technical institutes under the jurisdiction of the North Carolina State Board of Education.

(b) To qualify as a resident for tuition purposes, a person must have established legal residence (domicile) in North Carolina and maintained that legal residence for at least 12 months immediately prior to his or her classification as a resident for tuition purposes. Every applicant for admission shall be required to make a statement as to length of residence in the State.

(c) To be eligible for classification as a resident for tuition purposes, a person must establish that his or her presence in the state currently is, and during the requisite 12-month qualifying period was, for purposes of maintaining a bona fide domicile rather than of maintaining a mere temporary residence or abode incident to enrollment in an institution of higher education.

(d) An individual shall not be classified as a resident for tuition purposes and, thus, not rendered eligible to receive the in-State tuition rate, until he or she has provided such evidence related to legal residence and its duration as may be required by officials of the institution of higher education from which the individual seeks the in-State tuition rate.

(e) When an individual presents evidence that the individual has living parent(s) or court-appointed guardian of the person, the legal residence of such parent(s) or guardian shall be prima facie evidence of the individual's legal residence, which may be reinforced or rebutted relative to the age and general circumstances of the individual by the other evidence of legal residence required of or presented by the individual; provided, that the legal residence of an individual whose parents are domiciled outside this State shall not be prima facie evidence of the individual's legal residence if the individual has lived in this State the five consecutive years prior to enrolling or re-registering at the institution of higher education at which resident status for tuition purposes is sought.

(f) In making domiciliary determinations related to the classification of persons as residents or non-residents for tuition purposes, the domicile of a married person, irrespective of sex, shall be determined, as in the case of an unmarried person, by reference to all relevant evidence of domiciliary intent. For purposes of this section:

(1) No person shall be precluded, solely by reason of marriage to a person domiciled outside North Carolina for establishing or maintaining legal residence in North Carolina and subsequently qualifying or continuing to qualify as a resident for tuition purposes;

(2) No person shall be deemed, solely by reason of marriage to a person domiciled in North Carolina, to have established or maintained a legal residence in North Carolina and subsequently to have qualified or continued to qualify as a resident for tuition purposes;

(3) In determining the domicile of a married person, irrespective of sex, the fact of marriage and the place of domicile of his or her spouse shall be deemed relevant evidence to be considered in ascertaining domiciliary intent.

(g) Any non-resident person, irrespective of sex, who marries a legal resident of this State or marries one later becomes a legal resident, may, upon becoming a legal resident of this state, accede to the benefit of the spouse's immediately precedent duration as a legal resident for purposes of satisfying the 12-month durational requirement of this section.

(h) No person shall lose his or her resident status for tuition purposes solely by reason of serving in the armed forces outside this State.

(i) A person who, having acquired bona fide legal residence in North Carolina, has been classified as a resident for tuition purposes but who, while enrolled in a State institution of higher education, loses North Carolina legal residence, shall continue to enjoy the in-State tuition rates for a statutory grace period. This grace period shall be measured from the date on which the culminating circumstances arose that caused loss of legal residence and shall continue for 12 months; provided, that a resident's marriage to a person domiciled outside of North Carolina shall not be deemed a culminating circumstance even when said resident's spouse continues to be domiciled outside of North Carolina; and provided, further, that if the 12-month period ends during a semester or academic term in which such a former resident is enrolled at a State institution of higher education, such grace period shall extend, in addition, to the end of that semester or academic term.

RESPONSIBILITY OF STUDENTS. Any student or prospective student in doubt concerning his residence status must bear the responsibility for securing a ruling by stating his case in writing to the admissions officer. The student who, due to the subsequent events, becomes eligible for a change in classification, whether from out-of-state to in-state or the reverse, has the responsibility of immediately informing the Office of Admissions of this circumstance in writing. Failure to give complete and correct information regarding residence constitutes grounds for disciplinary action.

APPEALS OF RULINGS OF ADMISSION OFFICERS. A student appeal of a classification decision made by an admissions officer shall be filed by the student with that officer in writing and shall be transmitted to the Student Affairs Committee by that officer, who shall not vote in that Committee on the disposition of such appeal. The student shall be notified of the date set for consideration of the appeal and, on request of the student, he or she shall be afforded an opportunity to appear and be heard by the Committee. Any student desiring to appeal a decision of the Student Affairs Committee shall give notice in writing of that fact within 10 days of receipt by the student of the decision of the Student Affairs Committee, and the basis for such appeal, to the Chairman of the Student Affairs Committee, and the Chairman shall promptly transmit the appeal to the State Residence Committee.

Regulations concerning the classification of students by residence for purposes of applicable tuition differentials, are set forth in detail in **A Manual to Assist the Public Higher Education Institutions of North Carolina in the Matter of Student Residence Classification for Tuition Purposes**. Each enrolled student is responsible for knowing the con-

tents of this **Manual**, which is the controlling administrative statement of policy of this subject. Copies of the **Manual** are available on request in the Office of Student Affairs and the Caretert Technical Institute Library.

FINANCIAL AID



FINANCIAL AID INFORMATION

GENERAL STATEMENT

Carteret Technical Institute participates in various financial aid programs. The purpose of the financial aid program is to provide assistance to students of exceptional financial need who without financial aid would be unable to pursue an education. Some of the basic areas of assistance are described below. For more detailed information see the separate publication, *Financial Aid at Carteret Technical Institute*, available from the Office of Student Affairs. All inquiries should be addressed to the Financial Aid Officer, Carteret Technical Institute, 3505 Arendell Street, Morehead City, North Carolina, 28557.

SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (SEOG)

The purpose of this program is to provide SEOG to students of exceptional financial need, who, for lack of financial means of their own or their families, would not be able to enter or enroll without such assistance. The SEOG program was established by Title IV, Part A, of the Higher Education Act of 1965 (Public Law 89-829). The maximum grant is \$1,000 and minimum grant is \$200. To be eligible for an SEOG a student must be: (1) a high school graduate or the equivalent; (2) a national of the United States, or in the United States for other than a temporary purpose and intending to become a permanent resident thereof; (3) a full-time student in either the degree or diploma program; (4) of exceptional financial need and unable to attend the Institute without such a grant; (5) capable of maintaining good standards in his course of study. The SEOG shall be made for the period required by the student to complete his course of study. In no event should such period exceed four academic years. The term academic year covers a period of three quarters.

BASIC EDUCATIONAL OPPORTUNITY GRANT (BEOG)

The Education Amendments of 1972 authorized a new program of financial aid, the Basic Educational Opportunity Grant. This program has been funded to provide awards to students of up to a maximum of \$1,400 for each undergraduate year. However, the grant cannot exceed the need of the student nor can it be for more than 50 per cent of the actual costs of attendance at the institution the student has chosen. This grant program is in the process of great change. Contact Student Affairs office for the latest developments and award procedures.

VETERAN'S EDUCATIONAL ASSISTANCE

Carteret Technical Institute has been approved for the training of veterans. Veterans, widows, and children of deceased veterans who

want to attend school under the U.S. Code 38, Chapters 31, 34 and 35 may be admitted to Carteret Technical Institute and approved to receive educational benefits provided they meet the requirements established by the Veterans Administration.

Full details concerning training programs may be obtained from the Veterans Affairs Coordinator, any Veterans Service Office or the Regional Office, Winston-Salem, North Carolina.

SOCIAL SECURITY

Students up to age 22 may be eligible for benefits for Social Security provided; (1) either the mother or father or both receive monthly disability or retirement benefits from Social Security; or (2) either parent is deceased and that person was fully insured by Social Security prior to death. In the event that these requirements are met by one enrolled as a full-time student, he should contact the nearest local Social Security Office for complete details.

VOCATIONAL REHABILITATION

Vocational Rehabilitation is a program operated through the Division of Vocational Rehabilitation in cooperation with the North Carolina Department of Public Instruction and the Federal Office of the Vocational Rehabilitation Administration. The Division finances such services as are necessary to enable a physically or mentally employable-handicapped person to become self-supporting. Financial assistance is available for training at Carteret Technical Institute for eligible handicapped persons. If a prospective student has a physical disability or is limited in his activity because of a disability, he should contact the Division of Vocational Rehabilitation.

COLLEGE FOUNDATION, INC. Insured Student Loan Program

The insured student loan program is administered in North Carolina by the College Foundation, Inc., through the State Education Assistance Authority. Participating North Carolina banks and life insurance companies provide for the student loans and these are available to any North Carolina student under terms and conditions set by College Foundation. Loans cover educational expenses for one year including tuition, books, and activity fee plus any allowances for travel and living expenses. Residents of North Carolina enrolled full-time may borrow up to \$2,500 per academic year. To be eligible for this loan, a student must be: (1) a full-time student; (2) a legal resident of North Carolina; (3) in good standing at his chosen school.

COLLEGE WORK-STUDY PROGRAM

A number of eligible full-time students may be employed in the

Work-Study Program. Work-Study students may be employed during the summer, providing funds are available, for a maximum of 40 hours per week if they are not enrolled during such period and plan to resume full-time studies the following quarter. Students work at the Institute and in various non-profit agencies in the community.

JONES-AUSTIN VFW SCHOLARSHIP FUND

The Jones-Austin VFW Scholarship was established in October, 1972, by the Jones-Austin VFW Post in Beaufort,

Application Procedures

1. Submit an application for financial aid on forms provided by the Financial Aid Officer/Registrar.
2. An applicant should submit a letter requesting consideration for the scholarship and why the scholarship is needed.
3. Applications are renewable each quarter and awards will be made on a quarter-to-quarter basis.

Eligibility Requirements

1. Be a resident of Carteret County, North Carolina.
2. Have an established need for the scholarship and be eligible for financial assistance.
3. Be unable to obtain other grants.
4. Be accepted as a full-time student.
5. Have the academic potential to pursue the course of study for which application is made.
6. The Race, Color, and Sex of the recipient shall not be a determining factor in awarding the grant.

SCHOLARSHIPS WILL BE GIVEN FOR TUITION AND BOOKS ON A PER QUARTER BASIS.

FEDERAL NURSING STUDENT LOAN PROGRAM

The purpose of this program is to assist students to achieve careers in nursing by providing long-term, low-interest loans to help meet costs of education. Under this program, federal funds are allocated to accredited schools of nursing education. The schools are responsible for selecting loan recipients and for determining the amount of loan each student will receive. Application for assistance under this program should be made to the school in which the student will be enrolled.

Students enrolled in a two-year nursing program on at least a half-time basis may borrow up to \$2,500 per academic year or the amount of their financial need, whichever is less. The total amount of a student's loan for all years of study may not exceed \$10,000.

Eligibility: Applicants for loans under this program must meet the following requirements:

1. Be a citizen or permanent resident of the United States.
2. Be enrolled or accepted for enrollment on at least a half-time basis in a course of study at a participating institution which will lead to an associate degree, baccalaureate degree (or equivalent), or graduate degree in nursing.
3. Demonstrate financial need by filing the appropriate financial statement required by the school to be attended.
4. Maintain satisfactory academic standing.

Terms of the Loan:

1. Repayment of these loans will normally commence nine months after a borrower ceases being at least a half-time student in a nursing curriculum. Repayment is to be completed within a ten-year period; however, a minimum repayment requirement of \$15.00 per month may result in a shorter repayment period.
2. Repayment may be deferred if a borrower transfers to another school of nursing or reenters the same school of nursing for as long as the student is enrolled in a half-time course of study leading to a baccalaureate degree (or equivalent) in nursing.
3. Repayment may also be deferred for up to three years for active duty in the Armed Forces of the United States or for service as a volunteer in the Peace Corps. Repayment may be deferred up to five years for full-time study in pursuit of advanced professional training in nursing.
4. Up to 85 per cent of a borrower's loan (principal and interest) may be canceled for three years of employment as a professional nurse in an area determined by the Secretary of the Department of Health, Education, and Welfare to have a shortage of nurses. This type of cancellation requires the borrower to enter into an agreement with HEW to serve a minimum of two years in an area where a shortage of nurses exists. Cancellation will be at the rate of 30 per cent per year for the first two years and 25 per cent for the third year of service if such employment continues beyond the minimum two-year period.

TRUSTEE'S STUDENT LOAN FUND

Guidelines for Implementation of Student Loan Fund

The student must demonstrate a financial need to the Dean of Student Affairs and Financial Aid Officer/Registrar and the borrower must be a full-time student.

A maximum of \$60.00 will be loaned per student, per quarter. All loan money must be credited for tuition, books, and supplies only. No interest will be charged for this loan provided it is repaid during the

quarter in which the money was borrowed. Subsequent quarters a 9% annual interest rate will be charged.

The borrower will not be allowed to register for the next quarter if the loan has not been paid in full. No transcript will be released from the Institute until the loan and interest has been repaid. All approval for loans shall be through the Financial Aid Officer/Registrar to the Dean of Student Affairs and forwarded to the Business Manager for transaction. No loans will be approved until a promissory note has been signed by the borrower and one other person as surety.

Administration of the loans shall be the responsibility of the financial Aid Officer/Registrar. The Business Office shall be responsible for crediting student's account and all collections.

Contact the Financial Aid Officer for further scholarship information.

OTHER FINANCIAL AID PROGRAMS

Carteret Technical Institute has other scholarships available through clubs, organizations, businesses, and individuals. Generally, these scholarships cover the cost of tuition or tuition, fees, and books for an academic year. Additional information concerning local scholarship funds should be directed to the Financial Aid Officer at the Institute.

STUDENT SERVICES



STUDENT SERVICES

COUNSELING

Carteret Technical Institute places a high priority on the professional services offered by its trained counselors. Competency in the counseling of students concerning their educational, vocational, and personal needs is accepted as a major area of responsibility of the institution. All who come through the "open-door" have an inherent expectation of receiving assistance from a well-trained and concerned individual.

The counseling staff provides specific services in the areas of recruiting, testing, placement, orientation, advising, job placement, and follow-up. Students in the Evening School will be served by the counseling staff on a regular basis four nights per week.

ORIENTATION

Orientation is a continuing process throughout a student's enrollment at the Institute.

Each student receives admissions information and counseling during the admissions process to enable him to make a wise decision in his choice of study, as indicated by identified needs, interests, and liabilities. Group orientation sessions are conducted for all new students to introduce representatives of the administration, student government, and faculty.

Orientation is utilized to explain the Institute policies, regulations, facilities, and services.

FACULTY ADVISORS

In addition to the counseling and advising services offered by the Department of Student Affairs, all faculty members serve as advisors to enrolled students. At the time of initial enrollment, each student is assigned a faculty advisor in his major curriculum area. The advisor assists the student in planning his program and is available throughout the student's enrollment to offer advice and assistance. The students are encouraged to consult regularly with their faculty advisor.

Each student has full responsibility for keeping record of his progress in his program of study. This includes being aware of the grade point average, course failures, courses repeated, and the requirements he must meet for graduation. Similarly, faculty advisors are required to maintain adequate records for each advisee.

EDUCATIONAL PLACEMENT

A large number of the applicants will have made a choice of program before making application for enrollment. At the same time,

some of these and a number of the other applicants may require placement assistance in meeting entrance requirements, particularly those applicants who need G.E.D., or developmental courses.

Applicants are encouraged to have an interview with a counselor at the time they make application for enrollment at the Institute. Later, when the necessary information is acquired, a pre-admission interview is held to assist the applicant in choosing the program for which it appears he is best suited. At this time the counselor makes use of the Otis-Lennon Mental Ability Test, Aptitude Tests, the Comparative Guidance and Placement Program, the Kuder Interest Inventory, high school transcripts, the applicant's experiences, personal interests, and any other pertinent information available about the individual.

When an applicant, as a result of the testing process, is found deficient in a subject area, he will be required to enroll in developmental courses to alleviate these deficiencies prior to and/or while enrolled in his regular course of study. Developmental courses are currently offered in English, reading, and mathematics. A brief description of each of these courses may be found in that section of the *General Catalog* devoted to course descriptions.

Should a student not meet with success in his original choice of program, continued assistance by a counselor will be rendered to help him in choosing an alternate program of study.

When prospective students inquire about programs which are not offered at Carteret Technical Institute, the counselor, in keeping with the philosophy of helping all our citizens, will provide the necessary educational and occupational information and assist him in locating an institution that offers the program he is seeking.

Three areas of concern which may be instrumental in properly placing students in programs are: (1) placement test; (2) proficiency examination credit; and (3) transcripts of previous educational experiences.

OCCUPATIONAL PLACEMENT

Carteret Technical Institute offers job placement service for assisting students needing employment while enrolled at the Institute, on terminating their enrollment early, and/or graduation.

A member of the student services staff maintains a current listing of full-time and part-time job opportunities which have been made known to the department.

A student services staff member also works with the staff at the local employment office in an effort to assist students in obtaining employment.

The staff also works with Vocational Rehabilitation Counselors in placing students who have special problems, physical or mental, that handicap them in completing for employment.

When students request job placement assistance, their training and work experience is evaluated and they are referred to employers when their qualifications meet the job requirements.

Instances when no employment opportunities exist, the staff member may contact employers in an effort to assist individual students to locate positions for which they are qualified.

STUDENT HEALTH SERVICES

Carteret Technical Institute being a commuter institute where the student resides at home, maintains no health facilities other than first aid equipment. The responsibility for medical services rests with the student and his parents or guardian.

First aid kits are located in the Student Affairs Office and in the shop areas for student use in treating minor injuries. All injuries, however minor, must be reported to the instructor. If the case requires more attention than first aid, the instructor will make a report to the Student Affairs Office. They will make provisions for the injured to be transported to local physicians or to the emergency room of the local hospital which is located across the street from the Institute.

Students are encouraged to carry accident insurance. A student may purchase insurance to cover accidents associated with school activities at a minimum cost each year. This group insurance coverage is for an entire school year. It is highly recommended that all students take advantage of this coverage. The insurance is optional and students can purchase this coverage by making payment in the Business office at the beginning of each quarter. Students who do not purchase the insurance offered must sign a waiver releasing the Institute of any responsibility for injuries on campus or for school related activities.

STUDENT HOUSING

Carteret Technical Institute does not have dormitory or boarding facilities. Although the Student Affairs Office assumes no direct responsibility in securing housing for those students not living at home, members of that department will assist students in locating suitable accommodations in the community.

STUDENT LOUNGE

The Institute provides a student lounge for the convenience of students. Included in the lounge is a snack area for sandwiches, candies, and soft drinks. Tables and chairs are provided so that students can relax during class breaks.

ATHLETICS

The Institute provides the opportunity for students to develop and participate in an athletic program. Funds are available to sponsor a team in any sport where there is sufficient interest to institute a program. Teams have been fielded in basketball and in softball in the past with teams participating both in intercollegiate and intramural programs.

STUDENT GOVERNMENT ASSOCIATION

The purpose of Student Government Association at Carteret Technical Institute is to promote the general welfare of students, to foster a spirit of democracy and unity in all student activities, to better school-community relations, and to stimulate student participation in all phases of school functions.

All full-time students at the Institute are members of the Student Government Association. The Representative Assembly is composed of elected representatives from each curriculum. Officers of the Association are elected in the Fall Quarter by the student body at large.

The Constitution of the Student Government Association is printed in the *Student Handbook*. Each student should be thoroughly familiar with the Constitution and the *Student Handbook*.

STUDENT ORGANIZATIONS

Carteret Technical Institute makes every effort to surround students with activities and services conducive to intellectual growth and worthwhile use of leisure time. This is done to promote the general welfare of students, to foster a spirit of democracy and unity in all student activities, to better school-community relations and to stimulate student participation in the above activities. In return, the student is expected to follow the established policies and devote his efforts to his personal improvement and the good of the institution.

The procedures for establishing student organizations are as follows:

1. Present a proposal to the Student Affairs Committee. This proposal should include the following:
 - A. Purpose, goals, and objectives of the proposed organization.
 - B. Membership requirements including non-discriminatory statement.
 - C. Internal structure of the proposed organization.
 - D. Tentative budget projected for one year of operation.
 - E. Evidence of the willingness of a faculty member to serve as an advisor to the organization.
2. The Student Affairs Committee will consider this proposal, and make their budget recommendations to the Student Government

Advisor who will present these budget recommendations to the Student Government Association Senate for final allocation of funds.

3. An annual evaluation of the activity will be conducted by faculty sponsor and a written report made to the Chairman of the Student Affairs Committee.

THE LEARNING RESOURCE CENTER

The Learning Resource Center of Carteret Technical Institute is comprised of the library, guided studies and the audiovisual service department.

The LRC facilities are available without charge not only to students, faculty, and staff; but to all adults of the community. The LRC is open from 8:00 a.m. to 9:30 p.m. Monday through Thursday and from 8:00 a.m. until 3:30 p.m. Friday.

Library

Books and related media are available for each program offered at the Institute with additional general interest and reference materials. Students are encouraged to use the library for reference studying, reading, or browsing. An LRC handbook is available and contains more detailed information.

Guided Studies

The Guided Studies department is open to all adults over 18 years of age. Students are able to work individually to supplement curriculum classroom work, to prepare to pass the high school equivalency examination, to study for self-improvement, or to get a basic education.

Programmed materials are furnished at no charge and professional personnel are available at all times for testing, counseling, and instruction.

The Guided Studies Program is a multi-entrance/multi-exit program. Attendance in the GED Program is on a voluntary basis with the exception of those students who are receiving veteran's benefits. In this case, the students' attendance is governed by the policies of the school and VA regulations.

The Guided Studies Program is an individualized program where students learn at their own pace. Upon entrance into the program, the student is given Placement Inventories in the areas of English, reading, and mathematics. From the test results, the student is placed at a designated level in each of the three areas of study.

Progress of the student is measured by unit tests in English, reading, and mathematics; or teacher-constructed tests as well as teacher observation. The final readiness measurement tool used in testing the student prior to taking the actual GED test, is the Pre-GED test.

Students are dropped from the GED program when two consecutive months of non-participation have been indicated on their time card. A letter of notification is sent to the student, from the Director of the Guided Studies, indicating that the student has been dropped from the program. The letter also encourages the student to consider continuing in the GED Program.

The following regulations apply to veteran students enrolled in the Guided Studies Program:

1. The veteran is required to punch a time clock whenever he enters or leaves the lab.
2. The veteran must spend the total hours on his time card **actually studying**.
3. A ten minute break will be allowed for each hour of instruction.
4. A veteran is not allowed to miss more than 25% of the required attendance for the month. He will be dropped if he does not meet attendance requirements.
5. If days are missed due to illness, etc., the veteran cannot make-up time.
6. If a veteran misses ten consecutive school days he is dropped from attendance.
7. If a student is dropped from the program, he may re-enter the program once. A second drop will result in permanent termination.

Audiovisual

The primary function of the audiovisual department is the provision of equipment and the production of materials for use by the Carteret Technical Institute faculty.

FREE TUTORIAL ASSISTANCE FOR THE DISADVANTAGED AND HANDICAPPED

Through special grants from Federal and State sources, the Institute sponsors tutorial assistance, free of charge to handicapped and economically disadvantaged individuals who establish a need for this service. Individuals interested in such assistance should contact either the Office of Student Affairs or the Disadvantaged and Handicapped Coordinator at the Institute.

VETERANS AFFAIRS

Veterans are invited to take advantage of the guidance services and educational programs offered by the Institute. All programs, with the exception of certificate programs, are approved for veterans education benefits. Carteret Technical Institute cooperates with the Veterans Administration in assisting veterans. Wives and children of disabled or deceased veterans may receive assistance in payment of tuition.

tion and fees. For information and application forms, students should contact their county Veteran Service Office.

Veterans receive educational benefits on the following basis:

Technical Courses—Credit Hours Per Week
Vocational Courses—Credit and Contact Hours Per Week
Adult High School Diploma Program and
General Equivalency Certificate Program—Contact Hours Per Week
Certification Requirements:

	Credit Hrs.	Contact Hrs.	Gen. Equav. Prog. Contact Hrs.
Full-Time	12 or more	22 or more	25
Three-Quarter	9-11	16-21	18-24
Half-Time	6-8	11-15	12-17
Less than Half-Time—Tuition costs and fees only			

TUTORIAL ASSISTANCE

An eligible veteran enrolled in and pursuing a postsecondary course of education on a half-time or more basis, who, because of deficiency in a subject, requires individualized tutorial assistance so that he may continue to pursue an approved program at an educational institution, may receive individual tutorial services. Additional information concerning this program may be obtained from the Veteran Affairs Office.

CAMPUS REGULATIONS



CAMPUS REGULATIONS

PARKING REGULATIONS

Parking areas for visitors, for the handicapped, for faculty and staff, and for students will be designated. Any undesignated parking area shall be construed as general parking. Every "no parking" area is a **tow area.**

Parking stickers will be provided full-time staff, part-time staff and Board members. These individuals will be allowed to park in the reserved parking areas. Parking, however, will be allotted on a first-come, first-served basis. **Cars without parking stickers parked in a reserved area will be towed away.**

During evenings of Board meetings, reserved parking shall be specifically allotted for members of the Board. A staff member shall be on hand in the reserve lot to ensure that this regulation is enforced. During the work day, parking for Board members shall be provided in the reserve lot on a first-come, first-served basis.

These regulations apply both day and night from 8:00 a.m. until 10:00 p.m. The Institute president may suspend such regulations after 4:30 p.m. for special occasions as long as he shall give 24 hours written notice of such suspension. The suspension shall be for a designated evening only.

All illegally parked vehicles will be towed away at the owner's expense or the wheels of said vehicle shall be locked. The charges for removal of the wheel lock shall be \$5.00 for each occurrence.

SMOKING

Smoking is permitted in the student lounge, halls, and on campus but is prohibited in the classrooms, shops, and laboratories. Ash trays and receptacles are provided in those parts of the building where smoking is allowed, and students are expected to make use of those receptacles.

LITTER

Food and soft drinks are allowed only in the student lounge and the Cosmetology Department. Students are expected to leave these areas clean and to dispose of other litter in the wastebaskets throughout the building.

DRESS

Students are expected to dress appropriately for all occasions.

STUDENT CONDUCT

Students are expected to display the qualities of courtesy, respect,

and integrity that characterize the behavior of mature individuals and to abide by the rules and regulations established by the Institution. The violation of certain regulations will be considered a serious offense and may subject the student to disciplinary measures up to and including dismissal. Complete explanations of the regulations, along with procedures to be followed in disciplinary action and procedures to be followed by students wishing to appeal such action are set out in the *Student Handbook*.

COMMUNITY SERVICES



COMMUNITY SERVICE PROGRAMS

GENERAL INFORMATION

Division Objective

An important objective of Carteret Technical Institute is to provide general education opportunities for the adults of Carteret County. The Institute offers a variety of courses on a continual basis. These courses are for upgrading, skill improvement, high school completion, or personal interest. Additional information concerning any program in this section may be obtained by contacting the Division of Community Services.

Admission

Any adult is eligible to attend adult classes offered by the school on campus or at any of the several adult education classroom-areas used by the Institute.

High school graduates and drop-outs who are eighteen years of age and older may be enrolled without question.

Individuals having special high school education needs and who could benefit by the Institute's Adult High School Diploma Program, but who do not meet the above admissions requirements, may be assisted by special agreement between local school officials and the administration of Carteret Technical Institute.

Class Locations

Many adult education classes are held away from the Institute campus in areas where suitable quarters can be arranged and student interest justifies the class. In the past, classes have been held in Carteret County Schools, industries, community centers, and churches. There is no reason why a class cannot be taught in any location where suitable quarters exist, attendance is sufficient, and a qualified instructor is available.

Schedules

Community Services classes are scheduled when a need for the class is established, space exists to teach the class, and an instructor is available. The programs, therefore, do not begin and conclude on a quarterly schedule as do the curriculum programs.

The Institute releases advance information to various newspapers and radio stations about new classes. With this publicity, and by other means, the Institute makes it known to the public that a class is about to begin.

Classes in any subject can be arranged upon request in most cases. The Division of Community Services also maintains a "Record of

Inquiry” in which a list is kept of the names and addresses of people who express interest in a course or courses. This “Record of Inquiry” is one of the tools used in determining the schedule of the Community Services Division; however, other survey methods will be used in determining the educational needs and interests of the public, and results of these surveys will also influence class scheduling.

Fees

A \$5.00 registration will be charged for most Community Services classes. This fee is due and payable at the first class session. Textbooks, when required, may be bought through the Institute.

Attendance

Adults are expected to attend class regularly. Attendance records are maintained by class instructors.

Regular attendance helps maintain continuity in the classroom work, justifies the existence of the class, and provides the instructor-student contact necessary for the realization of course objectives.

Certificates

Certificates are awarded students meeting requirements for the classes and programs for adults. The Division uses the Community Services Unit as the method of recording the value of non-curriculum courses.

Program Descriptions

The Community Services Division offers an increasing variety of courses and programs.

The continuing development of adult programs is based upon the community’s particular and varied needs in areas of formal academic learning, cultural advancement, vocational improvements, and creative personal interest.

Accordingly, academic courses range from adult literacy training through high school certificate preparation and other preparatory courses.

Non-credit courses, workshops, and study groups in human relations, life problems, and social action are available according to interest and demand, as are programs in art, arts and crafts, drama, and music.

SPECIFIC PROGRAM AREAS

GENERAL EXTENSION

Program Objective

The extension division of the Institute proposes to offer those types of courses to prepare individuals for employment or to upgrade workers already employed. The division also serves area industries and public agencies by providing training for their employees. It is also the division's goal to provide general interest courses for the service area provided that such requests fall within the statutory responsibility of the Institute.

Admission Requirements

Generally speaking, an individual who is 18 years of age or whose high school class has graduated is eligible for admission to extension classes; applicants are usually admitted on the first come, first served basis. Some classes may have specific admission requirements. In such cases, the Director of Community Services will inform applicants of these requirements.

Expenses

Most extension courses require a \$5.00 registration fee which should be paid at the first class session. In the special cases where registration fees are waived, students will be so informed.

Examples of Extension Courses Offered

- Management Development
- Net Making
- Basic Sewing
- Introduction to Law Enforcement
- Fire Service Training
- First Aid
- Pre-natal Care
- Firearms Training
- Metric System
- Stocks and Bonds
- Drug Abuse
- Pilot's Ground School
- Real Estate
- Emergency Medical Services
- Marine Radio
- Wood Carving
- Cabinet Making

Nurse's Aid
Water Color
Navigation
Creative Sewing with Knits
Decorative Painting
Ceramics
Pen and Ink
Forklift Operator
Needle Arts
Breathalyzer Training
Boatbuilding
Sculpture

ADULT BASIC EDUCATION

Program Objective

Adult Basic Education is a program designed with one major objective—to assist adults who wish to improve their skills in oral and written communication, arithmetic, basic science, and social studies. Classes meet where there is sufficient number of interested adults.

Materials are provided by the Institute. All materials used have been especially prepared with emphasis on individual needs and interests. Instruction is individualized. The teacher and the student attempt to determine where the student is and where he wants to go. Instruction in Level I (Adult Basic Education) is intended for the individual who has not achieved an eighth grade level of reading ability. At this level much emphasis is placed on arithmetic and the social living skills.

Admission Requirements

Adult Basic Education is offered by any adult who has reached the age of eighteen (18), is not enrolled in the public schools, and who desires to acquire the basic skills of reading, writing, and arithmetic.

Fees

There are no student fees associated with this program.

ADULT HIGH SCHOOL PROGRAM

The purpose of the Adult High School Diploma Program, established through mutual agreement between the Carteret County Board of Education and Careteret Technical Institute, is to provide the testing, guidance, and instruction which will enable the adult student to complete the requirements for and be awarded an Adult High School Diploma.

All courses will be offered in a classroom situation with classes meeting twice a week for 11 weeks. Classes will be three hours in

length and will be offered in the daytime and in the evening. An instructor will be present at all times to direct classroom activities whether subject matter is presented through the use of programmed material or through the lecture method.

The program of instruction is intended for adults. Any person 18 years of age or older who is not enrolled in public school is eligible to enroll in the program. Persons between 16 and 18 will be enrolled only upon recommendation of the superintendent, or his designee, of the school district to which the student is assigned. Under no circumstances may anyone under 16 years of age be enrolled.

Persons not previously completing grades 1-8 will be tested to determine their eligibility to enter Adult High School Diploma courses. Those not eligible may enroll for basic education instruction and may re-apply for the Adult High School Diploma Program.

Since Adult High School students are graded strictly on a pass-fail basis and since the amount of course work taken through this program to meet requirements for graduation differs from student to student, the standards used to measure satisfactory progress of other Institute students are inappropriate for measuring progress with this group. Adult High School students, therefore, will be considered students in good standing if they pass 50% of the course work attempted in each quarter of enrollment. Should a student fail more than 50% of his work in any given quarter, he will be placed on probation but allowed to enroll for the following quarter. If he fails more than 50% of his work for the quarter during which he is on probation, he may be suspended or encouraged to take a reduced load. Students suspended for academic reasons may be readmitted to the program with the approval of the Dean of Student Affairs and the Adult High School director.

TRAINING FOR NEW AND EXPANDING INDUSTRY

Program Objective

One of the basic objectives of this program is to stimulate the creation of more challenging and rewarding jobs for the people of this area by providing a customized training service to new and expanding industries.

Subject to only minimal limitations, this institute in cooperation with the Industrial Services Division of the State Department of Community Colleges will design and administer a special program for training the production manpower required by any new or expanding industry creating new job opportunities in North Carolina.

This program includes the following services:

1. Consultation in determining job descriptions, defining areas of training, and in prescribing appropriate course outlines, training schedules, and materials.

2. Selecting and training of instructors. These instructors may be recruited from the company and from outside sources.
3. Payment of instructor's wages for the duration of the training program.
4. Provision of suitable space for a temporary training facility prior to the completion of the new plant, should such temporary space be required. This may be space with another technical institute or community college or leased space in the community.
5. Assumption of installation costs of equipment in the temporary training facility.
6. Payment for one-half the cost of nonsalvageable materials expended in the training program.

The purpose of this service is to help a new or expanding industry to meet its immediate manpower needs and to encourage each industry to develop a long-range training program of its own to satisfy its continuing replacement and retraining needs.

For further details of this service, please contact the Director of Community Services, Carteret Technical Institute, or the Director, Industrial Services Division, North Carolina Department of Community Colleges, Raleigh, North Carolina.

Admission Requirements

Admission requirements are established by the program designed for the specific industry.

Fees

There are no student fees associated with this program.

GENERAL EDUCATION PROGRAM



GENERAL EDUCATION PROGRAM

GENERAL STATEMENT

Through the cooperation of Carteret Technical Institute, the Division of Continuing Education of East Carolina University offers a program of freshman-sophomore general education on the campus of the Institute. Through day and evening classes conducted by East Carolina University faculty members (some of whom also teach for CTI), citizens of Carteret County and surrounding areas may complete general-education courses by enrolling on a full-time or part-time basis. Credit earned in this program is classified as resident credit, the same as that earned on the ECU campus in Greenville.

ADMISSION REQUIREMENTS

The minimum admission requirements for this program are either an acceptable high school diploma or the High School Equivalency Certificate. (G.E.D. tests may be taken at the Institute. Those persons who have not completed high school and who wish to take these tests should contact the Director of the Learning Resources Center.) Recent high school graduates must provide College Entrance Examination Board (S.A.T.) scores, reported directly from Educational Testing Service. Applications for the S.A.T. can be obtained from high school guidance counselors or from the Office of Student Affairs at the Institute.

ADMISSION PROCEDURES

All official transcripts and applications should be forwarded to the Office of Student Affairs, Carteret Technical Institute, 3505 Arendell Street, Morehead City, N.C. 28557, after the following procedures have been fulfilled.

- A. Students entering on the basis of a high school diploma should:
 - 1. Submit an application for admission.
 - 2. Submit a transcript of the high school record or a copy of the G.E.D. certificate. (Individuals entering on the basis of the G.E.D. certificate must also submit a transcript of that portion of high school work completed.)
- B. Transfer students from other colleges or universities must have a "C" average and must be eligible to return to the last institution in which they were enrolled. Students desiring to transfer should:
 - 1. Submit an application for admission.
 - 2. Submit a high school transcript or G.E.D. certificate. (Individuals entering on the basis of the G.E.D. certificate must also submit a transcript of that portion of high school work completed.)

3. Submit an official transcript from all colleges previously attended.
- C. Admission of former East Carolina University campus students:
 1. Students who have previously attended East Carolina University in Greenville during the regular academic year (fall and spring) must be eligible to return. (In this regard, a form entitled "Permission To Take Courses Through The Division of Continuing Education" must be submitted to the Division of Continuing Education via the ECU coordinator upon registration.)
 2. Such students must submit an application for admission, but no transcript will be required unless such students have attended other colleges or universities since their last enrollment on the Greenville campus.
 3. Students who have attended summer sessions on a provisional basis on the Greenville campus may also apply; their applications will be considered on the basis of their performance in summer sessions.

REQUIREMENTS FOR STUDENTS PLANNING TO TRANSFER TO THE CAMPUS PROGRAM

Beginning students must meet the following requirements in order to transfer to the East Carolina University campus (Greenville) on the basis of general-education credits earned at Carteret Technical Institute:

1. They must have earned a minimum of 30 semester (45 quarter) hours of credit.
2. They must have maintained a "C" (2.0) average in all college credit attempted.
3. They must have removed any admission deficiency.
4. They must submit an application for campus transfer to the Dean of Admissions of East Carolina University.

TRANSFER OF CREDITS TO OTHER INSTITUTIONS

Credit received through the Carteret Technical Institute/East Carolina University Program are transferrable to any college or university that accepts transfers from East Carolina University. Students who wish to transfer to another institution should contact in writing the Records Supervisor, Division of Continuing Education, Box 2727, East Carolina University, Greenville, N.C. 27834, to request forwarding of official transcripts.

CURRICULUM

Students who plan to complete their undergraduate degrees at East Carolina University should consult the East Carolina University

Undergraduate Catalog (available from the ECU coordinator or the CTI library reserve shelf) for complete information concerning degree requirements.

All candidates for baccalaureate degrees must meet the general-education requirements listed below and all requirements of their major or major/minor programs, including specific cognate and supportive courses.

English	6 sem. hrs.
Library Science (Given only on the Greenville campus)	1 sem. hr.
Science	8 sem. hrs.
Social Sciences (Social Science majors must meet their requirements outside their major fields. Otherwise, courses must be chosen from at least <i>three</i> of the disciplines listed in detail below.	13 sem. hrs.
Mathematics (Three hours of mathematics at least equivalent to Mathematics 1065, or three hours of logic.)	3 sem. hrs.
Humanities and Fine Arts (Humanities and Fine Arts Majors must meet their requirements outside their major fields. Otherwise, at least one course in Humanities and one in Fine Arts must be chosen from the disciplines listed in detail below.)	10 sem. hrs.
Health and Physical Education (Veterans receive credit for this requirement upon transfer to the Greenville campus.)	3 sem. hrs.
TOTAL MINIMUM-REQUIREMENT HRS.	44 sem. hrs.

1. East Carolina University shifted from the quarter to the semester system in the fall of 1977. The ECU Program at CTI will continue to be offered on a quarter basis, utilizing semester-credit hours. (For conversion purposes: 2 semester hours equal 3 quarter hours, 3 semester hours equal 4.5 quarter hours, and so on.)

2. A total of approximately 79 semester hours of credit courses may be earned in the CTI/ECU Program as it is presently constituted.

3. All candidates for the B.A. degree must complete a foreign language through level 4 as part of their general-education requirements. The number of required credits for a major shall not be fewer than 30 or more than 36 semester hours. The number of required credits for a minor shall not be fewer than 24 or more than 30 semester hours.

GENERAL EDUCATION COURSES OFFERED AT CARTERET TECHNICAL INSTITUTE

English	
English 001R (Remedial English; attendance determined by pretesting)	0 sem. hrs. (4 cont. hrs.)
English 1100 (Freshman Composition I; formerly ENGL 030)	3 sem. hrs.

English 1200 (Freshman Composition II; formerly ENGL 031)	3 sem. hrs.
Science	
Biology 1050 and 1051 (Principles of Biology and Lab; formerly BIOL 070 and BIOL 071 and labs)	4 sem. hrs.
Biology 1060 and 1061 (Perspectives in Biology and Lab; formerly BIOL 090 and BIOL 095 and Lab)	5 sem. hrs.
Biology 1080 and 1081 (General Zoology and Lab; formerly BIOL 181 and BIOL 182 and Labs)	5 sem. hrs.
Social Sciences	
Anthropology 1000 (Introduction to Anthropology; formerly ANTH 121 and ANTH 122)	3 sem. hrs.
Geography 1000 (Earth and Man; formerly GEOL 015)	3 sem. hrs.
History 1050 (American History to 1877; formerly HIST 050)	3 sem. hrs.
History 1051 (American History Since 1877; formerly HIST 051)	3 sem. hrs.
Political Science 1010 (National Government; formerly POLS 010)	3 sem. hrs.
Psychology 1050 (General Psychology I; formerly PSYC 050)	2 sem. hrs.
Psychology 1051 (General Psychology II; formerly PSYC 051)	2 sem. hrs.
Psychology 3201 (Psychology of Childhood; formerly PSYC 201)	3 sem. hrs.
Psychology 3275 (Psychology of Adjustment; formerly PSYC 218 and PSYC 275) (May be given in lieu of PSYC 3201)	3 sem. hrs.
Sociology 2110 (Introduction to Sociology; formerly SOCI 110)	3 sem. hrs.
Mathematics	
*Mathematics 0045 (General College Mathematics; a deficiency course; attendance determined by pretesting; formerly MATH 045)	3 sem. hrs.
**Mathematics 1063 (College Algebra; formerly MATH 063 and MATH 064)	3 sem. hrs.
Mathematics 1065 (College Algebra; formerly MATH 065)	3 sem. hrs.
Mathematics 1075 (Plane Trigonometry; formerly MATH 075)	3 sem. hrs.
*Credit for this course may be given by other institutions in transfer, but MATH 0045 does not satisfy the ECU general-education mathematics requirement.	
**Mathematics 1063 meets approximately seven hours a week, Mathematics 1065 four-and-a-half hours.	
Humanities	
English 2200 (Major American Writers; formerly ENGL 170)	3 sem. hrs.
Philosophy 1171 (Man and the State; formerly PHIL 182)	3 sem. hrs.
Philosophy 1100 (Knowledge, Existence, and Value)	3 sem. hrs.
Fine Arts	
Art 1910 (Art Appreciation; formerly ART 117)	2 sem. hrs.
Music 2208 (Music Appreciation; formerly MUSI 120)	2 sem. hrs.

Speech 2001 (Voice and Diction; formerly SPCH 119)	2 sem. hrs.
Speech 3004 (Public Speaking; formerly SPCH 217)	2 sem. hrs.
Health and Physical Education	
Health 1000 (Health in Modern Society; formerly HLTH 012)	2 sem. hrs.
Foreign Language	
Spanish 1001 (Elementary Spanish I; formerly SPAN 001)	3 sem. hrs.
Spanish 1002 (Elementary Spanish II; formerly SPAN 002)	3 sem. hrs.

TUITION AND FEES

Tuition is \$39.00 per quarter for in-state residents enrolled for 12 or more quarter (8 or more semester) hours, and \$3.25 per quarter hour for such students enrolled for fewer than 12 quarter (8 semester) hours. Tuition is \$198.00 per quarter for out-of-state students enrolled for 12 or more quarter (8 or more semester) hours, and \$16.50 per quarter for such students enrolled for fewer than 12 quarter (8 semester) hours. A \$3.00 activity fee is assessed per quarter for students enrolled for 12 or more quarter (8 or more semester) hours.

REGISTRATION

Registration is held at the Institute on a specified day (or days) at the beginning of each quarter. Pre-registration is held several weeks earlier for the convenience of students currently enrolled. No registration is permitted after the "Last Day To Register" listed on the announcement of courses to be offered in the new quarter. There is a \$5.00 late-registration fee for those who do not register on the official registration day (or days.)

AUDITORS

Auditors (person wishing to attend classes without earning credit) must register for classes on a space-available basis. Auditors must pay the same fee as students who register for credit. Persons must decide at the time of registration whether they wish to audit or to enroll for credit; changes of status cannot be made after the end of the registration period. Auditors are not permitted to receive grades or to participate in the class. *A course that has been audited may not be taken at a later date for credit.*

WITHDRAWALS

A student may withdraw from a course (or courses) without academic penalty during the first 20 days of the quarter. A student wishing to withdraw during this period must submit a form, available from the ECU coordinator, to the Division of Continuing Education

in Greenville. He or she must also complete a standard Drop-Add form for local administrative purposes. Withdrawal after the first 20 days of the quarter will be permitted for only the most compelling personal reasons. The proper procedure for requesting emergency withdrawal after the first 20 days of the quarter is outlined in the Division of Continuing Education *General Education Bulletin* and in the "Fact Sheet" posted throughout the quarter and distributed to all students. *Failure to comply with the proper withdrawal procedures will result in failing grades for the courses in question.*

COURSE LOAD

The maximum course load for students in the ECU Program is 12 semester-credit hours per quarter. Exceptions to this maximum are made only with permission of the ECU coordinator, and only for students with a "B" average or better.

GRADES AND SCHOLARSHIP

A quality-point system based upon all hours attempted at East Carolina University is used to calculate all student scholarship standing. The grades "A", "B", "C", "D", "F", and "I" are used by the University. "A" is the highest grade given, "D" is the lowest passing grade, and "F" is a failing grade. The grade of "I" (Incomplete) is given for a deficiency in *quantity*, not in quality, or work, and such grades are given only when a student has valid reasons for failure to complete required course work by the end of the quarter. An Incomplete must be removed during the next quarter in which the student is enrolled, or it becomes a failure ("F") automatically. Incompletes must be removed and reported to the Records Supervisor of the Division of Continuing Education in Greenville at least two weeks prior to the end of the quarter. If the student does not return to school, the Incomplete must be removed within one year or it automatically becomes an "F". An Incomplete may not be removed by repeating a course.

EXPLANATION OF GRADES

"A" = Excellent; "B" = Good; "C" = Average; "D" = Barely passing; "F" = Course must be repeated to secure credit; "I" = Incomplete.

In terms of quality points, a grade of "A" earns four quality points per semester hour; a grade of "B" earns three quality points per semester; a grade of "C" earns two quality points per semester hour; a grade of "D" earns one quality point per semester hour. No quality points are given for a grade of "F". At the end of each term, grade reports are mailed to all students from the Division of Continuing Education in Greenville. (Grades are also recorded and mailed out by CTI.)

CLASS ATTENDANCE

Students in the ECU Program must attend at least 75 percent of all class meetings. This means that a student who is absent nine times in a course that meets 33 times will be dropped, and will receive an "F". The 75-percent regulation holds good, it should be noted, regardless of the reason for excessive absences. It is expected that the 25-percent absence allowance will cover all genuine emergencies. Any student who misses more than 25 percent of his or her classes because of a genuine emergency must initiate an official withdrawal request to the Division of Continuing Education in Greenville.

TEXTBOOKS AND SUPPLIES

Students are required to purchase all textbooks associated with a given course. These texts, and classroom supplies, are available in the Institute bookstore during hours as posted. *Texts may not be returned for reimbursement after the end of registration period or if they have been marked in any way.* The bookstore does not deal in used books; students are urged to use bulletin boards to advertise for sale and purchase of such books.

COUNSELING SERVICE

Students seeking enrollment in the ECU Program should contact the ECU coordinator (Office # 232) and/or the staff of the Office of Student Affairs for information concerning their plans and programs.

Counseling is available during registration periods and throughout the academic year from 8:00 a.m. to 5:00 p.m., Monday through Thursday, and from 8:00 a.m. to 3:30 p.m. on Friday in the Office of Student Affairs.

**ASSOCIATE IN APPLIED SCIENCE
DEGREE PROGRAMS**



TECHNICAL PROGRAMS

COURSES OFFERED

Associate Degree Nursing
Business Administration
Criminal Justice and Protective Service Technology
Executive Secretary
Legal Secretary
General Office Technology
Radiologic Technology
Recreation Therapy
Respiratory Therapy

ADMISSIONS REQUIREMENTS

1. Must be at least eighteen years of age, or his high school class must have graduated.
2. Must be a high school graduate or equivalent.
3. Must complete tests where applicable.
4. A personal interview is required.
5. The following paragraphs refer to admission requirements for special cases.
 - (a) An applicant who is a minor between the ages of 16 and 18 years may be considered as a person with special needs and admitted to appropriate courses or programs, provided:
 - (1) That the minor applicant has left the public schools no less than six calendar months prior to the last day of regular registration of the quarter in the institution for which admission is sought; and
 - (2) That the application of such minor is supported by a notarized petition of the minor's parent, legal guardian, or other person or agency having legal custody and control of such minor applicant, which petition certifies the place of residence and date of birth of the minor, the parental or other appropriate legal relationship of the petitioner to the minor applicant, and the date on which the minor applicant left the public schools. However, all or any part of the six-month waiting period may be waived by the superintendent of the public schools of the administration unit in which the applicant resides; and
 - (3) That such admission will not preempt institution facilities and staff to such an extent as to render the institution

unable to admit all applicants who have graduated from high school or who are 18 years of age or older.

- (b) It shall be the policy of the State Board of Education and the Community College System to encourage young people to complete high school before seeking admission to community colleges or technical institutes.

ADMISSION PROCEDURE

1. Submit completed application.
2. Have transcripts of all previous education mailed to the Institute.
3. Satisfy admission test requirements for selected programs.
4. Arrange for a personal interview when requested.
5. Associate Degree Nursing applicants must submit a completed medical and dental form to the Institute.

ASSOCIATE DEGREE NURSING

Purpose of Curriculum

The accelerated growth of the population in North Carolina and rapid advancement in medical technology demands an increased number of persons who are adequately prepared to enter the health services field.

The aim of the Associate Degree Nursing Program is to make available to qualified persons the opportunity to prepare for participation in the care of patients of all ages in various states of dependency and with a variety of illness conditions.

Throughout the program the student is expected to grow continuously in acquisition of knowledge and understanding related to nursing, the biological sciences, the social sciences, and in skills related to nursing practice, communications, interpersonal relations, and use of good judgment.

Job Description

The Associate Degree nurse is prepared to identify nursing problems, select nursing action, and provide continuous care for the individual's total health needs. The nurse functions in hospitals, nursing homes, clinics and doctor's offices. The AD nurse usually functions under supervision of a Baccalaureate Degree nurse and/or licensed physician.

Job requirements for the AD nurse include suitable personal characteristics, ability to adapt knowledge and understanding of nursing principles to a variety of situations, technical skills for performance of bedside nursing, appreciation for differences in people and for the worth of every individual, a desire to serve and help others, and readiness to conform to the requirements of nursing ethics and hospital policies.

Academic Requirements

Successful completion of all courses with no nursing course grade lower than "C" and no other associated course grade lower than "D" is required before AD nursing students will be allowed to register for the succeeding quarter.

Licensure

Graduates of this program should be eligible to take the licensing examination given by the North Carolina Board of Nursing. A passing score entitles the individual to receive a license and to use the legal title "Registered Nurse." The license must be renewed every two years. The Registered Nurse applies for licensure in other states on the basis of a satisfactory examination score in most cases, without repeating the examination.

Cooperative Program

Carteret Technical Institute and Craven Community College cooperatively offer the Associate Degree Nursing Program. Actual instruction occurs on the campus of Craven Community College located on Race Trace Road in New Bern. Clinical training is conducted in hospital facilities in New Bern, Havelock, and Morehead City.

Upon successful completion of this program, and Associate of Applied Science Degree is awarded jointly by the participating institutions.

ASSOCIATE DEGREE NURSING

			Theory	Lab	Quarter Hours Credit
FIRST QUARTER					
NUR	100	Introduction to Nursing	4	0	4
NUR	101	Nursing I	5	3	6
BIO	150	Anatomy and Physiology	4	2	5
ENG	150	College Composition I	3	2	3
PSY	101	Introduction to Psychology	3	0	3
ORI	101	Orientation and Study Skills	1	0	1
			20	7	22
SECOND QUARTER					
NUR	102	Nursing II	3	12	7
BIO	151	Anatomy and Physiology	4	2	5
CHM	150	Chemistry for Applied Health Students	3	3	4
ENG	151	College Composition II	3	0	3
			13	17	19
THIRD QUARTER					
NUR	103	Nursing III	3	14	8
BCH	250	Introduction to Biochemistry	3	3*	3-4*
NUR	120	Pharmacology	3	0	3
SOC	100	Principles of Sociology	3	0	3
			12	17	17 or 18

FOURTH QUARTER

NUR	104	Nursing IV	3	12	7
BIO	153	Introduction to Microbiology	3	2	4
NUR	110	Nutrition	2	0	2
ENG	152	Composition and Grammar III	3	0	3
			11	14	16

FIFTH QUARTER

NUR	205	Nursing V	6	15	11
SOC	155	Courtship & Marriage	3	0	3
PSY	280	Psychology of Adjustment	5	0	5
			14	15	19

SIXTH QUARTER

NUR	206	Nursing VI	4	15	9
NUR	200	Nursing Team Leadership	3	0	3
			7	15	12

SEVENTH QUARTER

NUR	207	Nursing VII	6	24	14
SPH	250	Fundamentals of Speech	3	0	3
			9	24	17

Total Credit Hours 122-123*

*BCH 250 Lab is optional, but is recommended for students who expect to go on to a baccalaureate program at a later date.

BUSINESS ADMINISTRATION

Purpose of Curriculum

In North Carolina the opportunities in business are increasing. With the increasing population and industrial development in the state, business has become more competitive. The Business Administration Curriculum is designed to prepare the student for employment in one of many occupations common to business. Training is aimed at preparing the student in every phase of administrative work that might be encountered in the average business. Objectives of this curriculum are to develop an understanding of the principles of organization and management in business operations, effective communications for business, and human relations as they apply to the successful operations in the rapidly expanding business economy.

Job Description

The graduate of the Business Administration Curriculum may enter a variety of careers from beginning sales person to office manager trainee. The duties and responsibilities of this graduate may include: making up and filing reports, tabulating and posting data in various books, sending out bills, checking calculations, adjusting complaints, operating various office machines, and assisting managers in supervising. Position are available in businesses such as advertising, banking, credit, finance, retailing, wholesaling, hotel, tourist, travel industry, insurance, transportation, and communications.

BUSINESS ADMINISTRATION

Curriculum by Quarters

			Theory	Lab	Quarter Hours Credit
FIRST QUARTER					
ENG	101	English I	3	0	3
MAT	110	General Math	3	0	3
BUS	101	Introduction to Business	3	0	3
ECO	102	Economics I	3	0	3
BUS	102	Typing I	3	2	4
PSY	112	Personal Development	3	0	3
			18	2	19
SECOND QUARTER					
ENG	102	English II	3	0	3
MAT	113	Business Math	3	0	3
BUS	120	Accounting I	5	2	6
ECO	104	Economics II	3	0	3
BUS	110	Office Machines	3	2	4
BUS	258	Typing Improvement	3	0	3
			17	4	18 or 19
THIRD QUARTER					
ENG	103	English III	3	0	3
BUS	103	Typing II	3	2	4
EDP	104	Introduction to Data Processing	3	0	3
BUS	115	Business Law I	3	0	3
BUS	121	Accounting II	5	2	6
			17	4	19
FOURTH QUARTER					
ENG	204	Oral Communications	3	0	3
BUS	229	Income Taxes	3	0	3
BUS	220	Salesmanship	3	0	3
BUS	222	Business Law II	3	0	3
BUS	223	Intermediate Accounting I	5	2	6
			17	2	18
FIFTH QUARTER					
BUS	203	Business Communications	3	0	3
BUS	221	Advertising	3	0	3
PSY	202	Psychology	3	0	3
BUS	239	Marketing	3	0	3
		Elective	3	0	3
			15	0	15
SIXTH QUARTER					
BUS	271	Personnel Management or	3	0	3
BUS	216	Office Simulation	3	2	4
BUS	235	Business Management	3	0	3
BUS	268	Money and Banking	3	0	3
SOC	202	Sociology	3	0	3
BUS	224	Finance	3	0	3
			15 or 16	2	15 or 16
			Total Credit Hours 104/106		

*Substitute for BUS 103 with recommendation

**Substitute for BUS 271

BUSINESS ADMINISTRATION

Curriculum By Quarters

Evening Program

			Theory	Lab	Quarter Hours Credit
FIRST QUARTER					
ENG	101	English I	3	0	3
ECO	102	Economics I	3	0	3
BUS	101	Introduction to Business	3	0	3
MAT	110	General Math	3	0	3
			12	0	12
SECOND QUARTER					
ENG	102	English II	3	0	3
MAT	113	Business Math	3	0	3
ECO	104	Economics II	3	0	3
PSY	112	Personal Development	3	0	3
			12	0	12
THIRD QUARTER					
BUS	120	Accounting I	5	2	6
ENG	103	English III	3	0	3
BUS	110	Office Machines	3	2	4
			11	4	13
FOURTH QUARTER					
ENG	204	Oral Communications	3	0	3
BUS	102	Typing I	3	2	4
BUS	121	Accounting II	5	2	6
			11	4	13
FIFTH QUARTER					
EDP	104	Introduction to Data Processing	3	0	3
BUS	103	Typing II	3	2	4
BUS	203	Business Communications	3	0	3
BUS	115	Business Law I	3	0	3
			12	2	13
SIXTH QUARTER					
BUS	229	Income Taxes	3	0	3
BUS	222	Business Law II	3	0	3
BUS	235	Business Management	3	0	3
BUS	220	Salesmanship	3	0	3
			12	0	12
SEVENTH QUARTER					
BUS	223	Intermediate Accounting I	5	2	6
PSY	202	Psychology	3	0	3
BUS	239	Marketing	3	0	3
			11	2	12
EIGHTH QUARTER					
BUS	271	Personnel Management	3	0	3
SOC	202	Sociology	3	0	3
BUS	268	Money and Banking	3	0	3
		Elective	3	0	3
			12	0	12

NINTH QUARTER

BUS	224	Finance
BUS	221	Advertising

3	0	3
3	0	3
6	0	6

Total Credit Hours 105

*Note: Due to the nature of the Evening program, all quarterly curriculum class schedules cannot be deviated from under any condition due to the nature of the problems associated with the overall scheduling process. The administration also reserves the right to give consideration in discontinuing a class or curriculum if a sufficient decline in enrollment is experienced or anticipated.

CRIMINAL JUSTICE-PROTECTIVE SERVICE TECHNOLOGY

Purpose of Curriculum

This program is design to prepare the graduate for employment in the field of law enforcement. Today's law enforcement officer must be knowledgeable in many areas if he is to function effectively in our complex society.

To this end, the Criminal Justice-Protective Service Technology Program is dedicated to the purpose of developing proficiency in both pre-service high school graduates and in-service law enforcement personnel. Its development is based on present and future educational needs. It offers theoretical and practical instruction to meet the requirements of various law enforcement agencies.

There is an increasing demand for properly trained law enforcement officers in industry, municipal, county, state and federal agencies, and there is every reason to believe that the highly trained law enforcement officer will find challenging opportunities with public and private law enforcement services.

Career Opportunities

Law enforcement is that important division which is assigned the power and responsibility of maintaining order and enforcing the law. Its basic functions may be classified as prevention of crime, suppression of criminal activity, apprehension of offenders, preservation of the peace, regulation of noncriminal conduct, and the protection of life and property.

To the original and primary police functions of preserving the peace and maintaining law and order, the ever widening scope of government activity has added a host of other duties to the various law enforcement agencies, ranging from the regulation of traffic and the suppression of vice to the enforcement of minor laws and ordinances that regulate private life in a modern society.

CRIMINAL JUSTICE-PROTECTIVE SERVICE TECHNOLOGY

Curriculum by Quarters

			Theory	Lab	Quarter Hours Credit
FIRST QUARTER					
ENG	101	English I	3	0	3
MAT	101	Technical Mathematics	5	0	5
CJC	101	Introduction to Criminal Justice	5	0	5
HEA	201	First Aid, Health and Safety	3	0	3
PSY	202	Psychology	3	0	3
			<u>19</u>	<u>0</u>	<u>19</u>
SECOND QUARTER					
ENG	102	English II	3	0	3
POL	103	United States Government	5	0	5
CJC	102	Criminology	5	0	5
CJC	115	Criminal Law I	3	0	3
PSY	103	Adolescent Psychology	3	0	3
			<u>19</u>	<u>0</u>	<u>19</u>
THIRD QUARTER					
ENG	103	English III	3	0	3
POL	104	State and Local Government	3	0	3
CJC	125	Due Process	3	0	3
SOC	110	Juvenile Delinquency	5	0	5
CJC	219	Civil Disorders and Disasters	3	0	3
			<u>17</u>	<u>0</u>	<u>17</u>
FOURTH QUARTER					
ENG	204	Oral Communications	3	0	3
CJC	212	Drugs and Controlled Substances	3	2	4
CJC	210	Criminal Investigation I	3	2	4
CJC	206	Police Community Relations	3	0	3
CJC	216	Criminal Law II	3	0	3
		Elective	3	0	3
			<u>18</u>	<u>4</u>	<u>20</u>
FIFTH QUARTER					
CHM	110	Chemistry	4	2	5
CJC	201	Motor Vehicle Law	3	0	3
CJC	217	Patrol Procedures	3	2	4
CJC	205	Evidence	5	0	5
		Elective	3	0	3
			<u>18</u>	<u>4</u>	<u>20</u>
SIXTH QUARTER					
CJC	211	Criminal Investigation II	3	2	4
CJC	220	Police Organization and Administration	3	0	3
CJC	218	Firearms, Weapons, and Explosive Devices	3	0	3
CJC	202	Traffic Planning & Accident Investigation	3	0	3
CJC	290	Introduction to Corrections	3	0	3
			<u>15</u>	<u>2</u>	<u>16</u>

Total Credit Hours 111

EXECUTIVE SECRETARY

Purpose of Curriculum

The purpose of the Executive Secretary Curriculum is to provide students with training in the accepted procedures required by the business world. The demand for better qualified secretaries in our ever-expanding business world is becoming more acute. The purpose of this program is to give students the necessary secretarial training in typing, dictation, transcription, and terminology for employment. The special training in secretarial subjects is supplemented by related courses in mathematics, accounting, business law, and personality development.

Job Description

The graduate of the Executive Secretary Curriculum may be employed as a stenographer or a secretary. Stenographers are primarily responsible for taking dictation and transcribing letters, memoranda, and reports. The secretary, in addition to taking dictation and transcribing, is given more responsibility in connection with meeting office callers, screening telephone calls, and assisting an executive. She may enter a secretarial position in a variety of offices in businesses such as insurance companies, banks, marketing institutions, and financial firms.

EXECUTIVE SECRETARY

Curriculum By Quarters

			Theory	Lab	Quarter Hours Credit
FIRST QUARTER					
ENG	101	English I	3	0	3
MAT	110	General Math	3	0	3
BUS	101	Introduction to Business	3	0	3
BUS	102	Typing I	3	2	4
BUS	106	Shorthand I	3	2	4
BUS	112	Filing	3	0	3
			18	4	20
SECOND QUARTER					
ENG	102	English II	3	0	3
MAT	113	Business Math	3	0	3
BUS	103	Typing II	3	2	4
BUS	107	Shorthand II	3	2	4
PSY	112	Personal Development	3	0	3
BUS	283	Terminology and Vocabulary	3	0	3
			18	4	20
THIRD QUARTER					
ENG	103	English III	3	0	3
BUS	110	Office Machines	3	2	4

BUS	104	Typing III	3	2	4
BUS	108	Shorthand III	3	2	4
BUS	211	Duplicating and Transcribing Machines	<u>3</u>	<u>0</u>	<u>3</u>
			15	6	18

FOURTH QUARTER

ENG	204	Oral Communications	3	0	3
BUS	205	Typing IV	3	2	4
BUS	206	Dictation and Transcription	3	2	4
BUS	115	Business Law I	3	0	3
BUS	120	Accounting I	<u>5</u>	<u>2</u>	<u>6</u>
			17	6	20

FIFTH QUARTER

BUS	210	Office Procedures	3	2	4
PSY	202	Psychology	3	0	3
BUS	207	Dictation and Transcription	3	2	4
BUS	228	Payroll Taxes	3	0	3
EDP	104	Introduction to Data Processing	<u>3</u>	<u>0</u>	<u>3</u>
			15	4	17

SIXTH QUARTER

BUS	208E	Dictation and Transcription	3	2	4
SOC	202	Sociology	3	0	3
BUS	216	Office Simulation	3	2	4
BUS	258	Typing Improvement	3	0	3
BUS	203	Business Communications	<u>3</u>	<u>0</u>	<u>3</u>
			15	4	17

Total Credit Hours 112

GENERAL OFFICE TECHNOLOGY

Purpose of Curriculum

More people are now employed in clerical occupations than in any other single job category. Automation and increased production will mean that these people will need more technical skills and a greater adaptability for diversified types of jobs.

The General Office Curriculum is designed to develop the necessary variety of skills for employment in the business world. Specialized training in skill areas is supplemented by related courses in mathematics, accounting, business law, and psychology.

Job Description

The graduate of the General Office Curriculum may be employed as an administrative assistant, accounting clerk, assistant office manager, bookkeeper, file clerk, machine transcriptionist, or a variety of other clerical-related jobs. Positions are available in almost every type of business, large and small.

GENERAL OFFICE TECHNOLOGY

Curriculum By Quarters

			Theory	Lab	Quarter Hours Credit
FIRST QUARTER					
ENG	101	English I	3	0	3
MAT	110	General Math	3	0	3
BUS	101	Introduction to Business	3	0	3
BUS	102	Typing I	3	2	4
ECO	102	Economics I	3	0	3
BUS	112	Filing	3	0	3
			18	2	19
SECOND QUARTER					
ENG	102	English II	3	0	3
BUS	103	Typing II	3	2	4
BUS	115	Business Law I	3	0	3
MAT	113	Business Math	3	0	3
PSY	112	Personal Development	3	0	3
BUS	283	Terminology and Vocabulary	3	0	3
			18	2	19
THIRD QUARTER					
ENG	103	English III	3	0	3
BUS	110	Office Machines	3	2	4
BUS	104	Typing III	3	2	4
BUS	211	Duplicating and Transcribing Machines	3	0	3
		Elective	3	0	3
			15	4	17
FOURTH QUARTER					
ENG	204	Oral Communications	3	0	3
BUS	205	Typing IV	3	2	4
BUS	222	Business Law II	3	0	3
BUS	120	Accounting I	5	2	6
			14	4	16
FIFTH QUARTER					
BUS	210	Office Procedures	3	2	4
PSY	202	Psychology	3	0	3
BUS	213	Professional Executive Typewriting	2	2	3
BUS	228	Payroll Taxes	3	0	3
EDP	104	Introduction to Data Processing	3	0	3
			14	4	16
SIXTH QUARTER					
BUS	216	Office Simulation	3	2	4
SOC	202	Sociology	3	0	3
BUS	258	Typing Improvement	3	0	3
BUS	203	Business Communications	3	0	3
		Elective	3	0	3
			15	2	16

Total Credit Hours 103

LEGAL SECRETARY

Purpose of Curriculum

The purpose of the Legal Secretary Curriculum is to provide specialized training in the accepted procedures required by the legal profession. The curriculum is designed to give students the necessary secretarial skills in the legal profession. The special training in secretarial subjects is supplemented by related courses in mathematics, accounting, business law, and personality development.

Opportunities for employment exist in a variety of secretarial positions in the legal profession, such as in lawyers' offices and state and local government offices.

Job Description

The graduate of the Legal Secretary curriculum should have a knowledge of legal terminology, skill in dictation, and accurate transcription of legal records, reports, letters and documents. The duties of a legal secretary may consist of taking dictation and transcribing letters, memoranda, and reports; meeting office callers; screening telephone calls; filing; and scheduling appointments. Opportunities for employment of the graduate exist in a variety of secretarial positions in the legal profession such as in lawyers' offices and governmental offices.

LEGAL SECRETARIAL CURRICULUM

Curriculum By Quarters

			Theory	Lab	Quarter Hours Credit
FIRST QUARTER					
ENG	101	English I	3	0	3
BUS	102	Typing I	3	2	4
BUS	106	Shorthand I	3	2	4
MAT	110	General Math	3	0	3
PSY	112	Personal Development	3	0	3
CJC	101	Introduction to Criminal Justice	5	0	5
			20	4	22
SECOND QUARTER					
ENG	102	English II	3	0	3
MAT	113	Business Math	3	0	3
BUS	103	Typing II	3	2	4
BUS	107	Shorthand II	3	2	4
BUS	101	Introduction to Business	3	0	3
			15	4	17
THIRD QUARTER					
ENG	103	English III	3	0	3
BUS	104	Typing III	3	2	4
BUS	108	Shorthand III	3	2	4
BUS	115	Business Law I	3	0	3

BUS	110	Office Machines	3	2	4
CJC	125	Due Process	3	0	3
			18	6	21

FOURTH QUARTER

ENG	204	Oral Communications	3	0	3
BUS	112	Filing	3	0	3
BUS	205	Typing IV	3	2	4
BUS	206	Dictation and Transcription	3	2	4
BUS	211	Duplicating and Machine Transcription	3	0	3
BUS	283	Terminology & Vocabulary	3	0	3
			18	4	20

FIFTH QUARTER

BUS	120	Accounting I	5	2	6
BUS	207	Dictation and Transcription	3	2	4
BUS	210	Office Procedures	3	2	4
BUS	203	Business Communications	3	0	3
CJC	297	Legal Instruments	3	0	3
			17	6	20

SIXTH QUARTER

BUS	208L	Legal Dictation and Transcription	3	2	4
BUS	215	Office Application—Seminar/Practicum	1	6	3
CJC	298	Domestic & Family Law	3	0	3
POL	104	State & Local Government	3	0	3
			10	8	13

Total Credit Hours 113

RADIOLOGIC TECHNOLOGY

Purpose of Curriculum

This curriculum is designed to meet the ever-increasing need for technicians in the rapidly growing branch of medicine known as radiology. At present, many more technologists are needed than are being trained, and studies indicate that the shortage will become more critical in the years ahead. The aim of the Radiologic Technology course is to prepare qualified persons for positions in the area of x-ray technology or to enable them to go on, if they wish, into nuclear medicine and radiation therapy.

Graduates of the program are eligible for examination by the American Registry of Radiologic Technologists. After passing the examination, they are certified as registered diagnostic technologists in x-ray technology and entitled to use the legal title "Registered Technologist," abbreviated R. T. They are then eligible for membership in the American Society of Radiologic Technologists, an organization dedicated to maintaining high education standards of training and professional stature.

Job Description

As a part of the radiology team, technologists play a vital role in a science dedicated to saving lives and alleviating human suffering.

X-ray technologists work in hospitals, clinics, doctor's offices, public health institutions, and industrial medical clinics. They assist specialist physicians, called radiologists, in the use of x-rays to examine for broken bones, ulcers, tumors, disease, or malfunctions of various organs.

The x-ray technologist takes x-ray films, called radiographs. He adjusts x-ray equipment to the correct settings for a specific examination, positions the patient, makes the required number of radiographs, and develops and files them.

The x-ray technologist also aids the physician in administering chemical mixtures to the patient to make certain organs show up clearly in x-ray examinations. The technologist may need to use mobile x-ray equipment at a patient's bedside and in surgery.

A prospective radiologic technologist should like people and should be willing and able to tend to the sick or disabled with tact and sympathy. He should be accurate and dependable and willing to continue his education beyond certification to keep up with the rapid advances in the field.

RADIOLOGIC TECHNOLOGY CURRICULUM

Curriculum By Quarters

			Theory	Lab	Quarter Hours Credit
FIRST QUARTER					
ENG	101	English I	3	0	3
RDT	101	Radiologic Science I	4	3	5
RDT	105	Introduction to Radiologic Technology	3	0	3
RDT	107	Radiographic Anatomy and Positioning I	4	4	5
RDT	111	Clinical Education	0	18	6
			14	25	22
SECOND QUARTER					
ENG	102	English II	3	0	3
RDT	102	Radiologic Science II	4	3	5
RDT	108	Radiographic Anatomy and Positioning II	4	3	5
RDT	109	Radiologic Physics	3	2	4
RDT	112	Clinical Education	0	18	6
			14	26	23
THIRD QUARTER					
ENG	103	English III	3	0	3
RDT	103	Radiologic Science III	3	2	4
RDT	104	Anatomy and Physiology	4	3	5
RDT	113	Clinical Education	0	18	6
			10	23	18
FOURTH QUARTER					
RDT	106	Seminar	4	3	5
RDT	114	Clinical Education	0	33	11
			4	36	16

FIFTH QUARTER

ENG	204	Oral Communications	3	0	3
RDT	204	Radiologic Science IV	4	3	5
RDT	215	Clinical Education	0	26	8
		Elective	3	0	3
			<u>10</u>	<u>29</u>	<u>19</u>

SIXTH QUARTER

PSY	202	Psychology	3	0	3
RDT	205	Radiologic Science V	4	3	5
RDT	208	Radiographic Pathology	3	0	3
RDT	216	Clinical Education	0	26	8
			<u>10</u>	<u>29</u>	<u>19</u>

SEVENTH QUARTER

SOC	202	Sociology	3	0	3
RDT	207	Advanced Radiologic Procedures	3	0	3
RDT	206	Radiologic Science VI	4	0	4
RDT	217	Clinical Education	0	26	8
			<u>10</u>	<u>26</u>	<u>18</u>

EIGHTH QUARTER

RDT	218	Clinical Education	0	34	11
RDT	219	Seminar	3	3	4
			<u>3</u>	<u>37</u>	<u>15</u>

Total Clinical Hours 2189

Total Credit Hours 150

RECREATION THERAPY**Purpose of Curriculum**

The Recreation Therapy Curriculum is designed to train recreation technicians who will function at a leadership level in therapeutic and community recreation programs. Graduates of the curriculum are trained for face-to-face leadership roles with special emphasis on the value of recreation as it relates to handicapped people, as well as to non-handicapped people. Courses offered in the curriculum may be divided into three general categories of English, psychology and sociology, and recreation. More specifically, courses are offered in: social recreation, camp administration, recreation leadership, program planning, adaptive physical education, medical terminology and basic anatomy, nature and outdoor recreation, recreation administration, philosophy of recreation, and gerontology. Skills and basic understanding of the fundamentals of music, first aid, audio-visual aids, arts and crafts, sports officiating, drama, folk, square, and social dance, individual sports, team sports, and water related activities are gained through specific instruction. Students are given the opportunity to obtain an in-depth understanding of various groups through field trips, laboratory work, and supervised field work. Although therapeutic recreation receives a lot of emphasis, the student, at his own option, may concentrate on community recreation.

Job Description

A graduate of the curriculum may enter a variety of careers in recreation. In most situations, the technician will work under the supervision of a professional recreator. Students interested in therapeutic recreation may find employment in health agencies, such as centers for the retarded, mental hospitals, alcoholic centers, schools for the deaf, extended care facilities, nursing and rest homes, and rehabilitation centers. Students not interested in therapeutic recreation may find employment in public, private, and commercial recreation agencies.

RECREATION THERAPY

Curriculum By Quarters

			Theory	Lab	Quarter Hours Credit
FIRST QUARTER					
REC	101	Intro. to Recreation Services	3	0	3
REC	111	Intro. to Therapeutic Recreation Service	3	0	3
REC	112	Medical Terminology & Basic Anatomy	3	2	4
REC	121	Recreational Arts and Crafts	1	4	3
ENG	101	English I	3	0	3
REC	124	Team Sports and Games in Recreation	2	3	3
			15	9	19
SECOND QUARTER					
REC	102	Program Planning in Recreation	3	0	3
REC	113	First Aid and Safety	2	2	3
REC	114	Adaptive Physical Education	3	3	4
REC	123	Recreational Music	1	4	2
PSY	202	Psychology	3	0	3
ENG	102	English II	3	0	3
			15	9	19
THIRD QUARTER					
REC	116	Intro. to Paraprofessional Counseling	3	0	3
REC	125	Audio-Visual Aids	0	4	2
REC	131	Practicum and Internship Orientation	1	5	3
SOC	202	Sociology	3	0	3
PSY	213	Child Psychology	3	0	3
ENG	103	English III	3	0	3
REC	122	Water Related Sports and Activities	2	4	4
			15	13	21
FOURTH QUARTER					
REC	132	Internship I (Summer)	3	17	9
			3	17	9
FIFTH QUARTER					
REC	201	Contemporary Recreation in America	2	0	2
REC	202	Residential & Day Camp Administration	3	0	3
REC	221	Individual Sports and Games	2	3	3
REC	231	Practicum I	0	6	2
PSY	103	Adolescent Psychology	3	0	3

BUS	102	Typing I or	3	2	4
ENG	204	Oral Communications	<u>3</u>	<u>0</u>	<u>3</u>
			13	11	16 or 17
SIXTH QUARTER					
REC	204	Administration, Leadership and Supervisory Practices in Recreation	4	0	4
REC	206	Recreation Seminar	2	0	2
REC	211	Introduction to Gerontology	3	0	3
REC	222	Recreational Drama	2	4	4
REC	232	Practicum II	0	6	2
BUS	203	Business Communication	<u>3</u>	<u>0</u>	<u>3</u>
			14	10	18
SEVENTH QUARTER					
REC	207	Recreation Areas and Facilities	0	2	1
REC	212	Principles of Health in Modern Society	3	0	3
REC	223	Social, Square, and Folk Dance	1	4	3
REC	224	Nature and Outdoor Recreation	2	2	3
REC	233	Practicum III	0	6	2
PSY	215	Abnormal Psychology	<u>3</u>	<u>0</u>	<u>3</u>
			9	14	15
EIGHTH QUARTER					
REC	234	Internship II (Summer)	<u>0</u>	<u>40</u>	<u>13</u>
			0	40	13

Total Credit Hours 130/131

RESPIRATORY THERAPY TECHNOLOGY

Purpose of Curriculum

The aim of this two-year program is to provide respiratory therapists who are expert in the therapeutic uses of aids to the breathing process such as medical gases, oxygen administering apparatus, humidity and aerosol devices, positive pressure ventilation, mechanical airways, and cardio-pulmonary resuscitation. Due to the increasing incidence of respiratory diseases and the increasingly complex modalities used in the treatment and diagnosis of these diseases, the field of respiratory therapy is one of the fastest growing allied health specialties in the United States.

The respiratory therapist program is a minimum of two years in length and includes more extensive courses in biological, physical and medical sciences, and a program of study in the social sciences basic to understanding how to interrelate with patients. Academic subjects are included and classroom instruction is closely correlated with selected learning experiences in hospitals and other health care facilities.

Upon completion of an American Medical Association approved program the student would be eligible for the examination by the National Board of Respiratory Technology.

Job Description

There are employment opportunities in hospitals, doctors' offices, research agencies, anesthesiology or pulmonary medication departments, oxygen equipment rental companies, ambulance services, nursing homes, and educational institutions.

RESPIRATORY THERAPY TECHNOLOGY

Curriculum By Quarters

			Theory	Lab	Quarter Hours Credit
FIRST QUARTER					
ENG	101	English I	3	0	3
BIO	107	Anatomy and Physiology I	3	2	4
BIO	115	Medical Terminology I	1	0	1
MAT	101	Mathematics	3	0	3
CHM	103	Chemistry—General and Organic	3	2	4
RTH	101	Theory and Procedures	4	0	4
			17	4	19
SECOND QUARTER					
ENG	102	English II	3	0	3
BIO	108	Anatomy and Physiology II	3	2	4
CHM	104	Organic and Biochemistry	3	2	4
RTH	102	Respiratory Therapy I	4	2	5
NUR	101	Nursing Arts	3	0	3
RTH	111	Clinical Education	0	16	5
			16	22	24
THIRD QUARTER					
ENG	103	English III	3	0	3
PHY	101	Concepts in Physics	3	0	3
BIO	111	Microbiology	3	2	4
MED	150	Pharmacology	3	0	3
BIO	139	Cardiopulmonary Anatomy and Physiology	2	0	2
RTH	103	Respiratory Therapy II	2	2	3
RTH	112	Clinical Education	0	18	6
			16	22	24
FOURTH QUARTER					
RTH	113	Clinical Education	3	37	13
FIFTH QUARTER					
ENG	204	Oral Communications	3	0	3
RTH	201	Respiratory Therapy III	4	2	5
BIO	212	Pathology	3	0	3
RTH	202	Library Research I	2	0	2
RTH	203	Pulmonary and Cardiovascular Pathophysiology and Pulmonary Mechanics	4	0	4
RTH	215	Clinical Education	0	22	7
			16	24	24
SIXTH QUARTER					
PSY	202	Psychology	3	0	3
RTH	204	Respiratory Therapy IV	4	2	5

RTH	205	Library Research II	2	0	2
RTH	206	Pulmonary Function	3	0	3
RTH	207	Intensive Respiratory Care	3	0	3
RTH	216	Clinical Education	<u>0</u>	<u>22</u>	<u>7</u>
			15	24	23

SEVENTH QUARTER

SOC	202	Sociology	3	0	3
RTH	208	Respiratory Therapy V	2	2	3
RTH	209	Library Research III	2	0	2
RTH	220	Department Administration and Personnel Supervision	3	0	3
RTH	210	Emergency Medicine and Resuscitation	2	2	3
RTH	217	Clinical Education	<u>0</u>	<u>24</u>	<u>8</u>
			12	28	22

EIGHTH QUARTER

RTH	212	Seminar	3	0	3
RTH	218	Clinical Education	<u>0</u>	<u>37</u>	<u>12</u>
			3	37	15

Total Credit Hours 164

DIPLOMA PROGRAMS



DIPLOMA PROGRAMS

COURSES OFFERED

Air Conditioning and Refrigeration
Auto Body Repair
Automotive Mechanics
Cosmetology
Electrical Installation and Maintenance
Light Construction Trades
Marine Engine Mechanics
Medical Office Assistant
Plumbing and Pipefitting
Practical Nurse Education
Welding

ADMISSION REQUIREMENTS

1. Must be at least 18 years of age, or high school class must have
2. Must possess a high school diploma or its equivalency. However, some exceptions are made for individuals whose age and maturity make success in a Diploma Program likely. To enter the Practical Nurse Education or Medical Office Assistant programs, an applicant must have a high school diploma or equivalent.
3. Must complete tests where applicable. These tests will aid in student advisement, placement, and guidance.
4. A personal interview is required.
5. The following paragraphs refer to admission requirements for special cases.
 - (a) An applicant who is a minor between the ages of 16 and 18 years may be considered as a person with special needs and admitted to appropriate courses or programs, provided:
 - (1) That the minor applicant has left the public schools no less than six calendar months prior to the last day of regular registration of the quarter in the institution for which admission is sought; and
 - (2) That the application of such minor is supported by a notarized petition of the minor's parent, legal guardian, or other person or agency having legal custody and control of such minor applicant, which petition certifies the place of residence and date of birth of the minor, the parental or other appropriate legal relationship of the petitioner to the minor applicant, and the date on which the minor applicant

left the public schools. However, all or any part of the six-month waiting period may be waived by the superintendent of the public schools of the administrative unit in which the applicant resides; and

- (3) That such admission will not preempt institution facilities and staff to such an extent as to render the institution unable to admit all applicants who have graduated from high school or who are 18 years of age or older.
- (b) It shall be the policy of the State Board of Education and the Community College System to encourage young people to complete high school before seeking admission to community colleges or technical institutes.

ADMISSION PROCEDURE

1. Submit completed application.
2. Have transcripts of all previous education mailed to the Institute.
3. Satisfy admission test requirements.
4. Arrange for a personal interview when requested.
5. Practical Nurse applicants must submit a completed medical form to the Institute.

AIR CONDITIONING AND REFRIGERATION

Purpose of Curriculum

In recent years the use of air conditioning and refrigeration equipment has increased tremendously. Practically all new building construction for business and commercial use have "all year" comfort systems. With this great upswing in the use of air conditioning and refrigeration equipment, a great demand is made on trained personnel to install, operate, maintain, and service this equipment.

This curriculum is designed to give the student practical knowledge that will enable them to become servicemen in the industry. Job opportunities exist with companies that specialize in air conditioning, automatic heating, sheet metal, and commercial refrigeration installation and service. The serviceman is employable in areas of sales, maintenance, installation, and in the growing fields of truck and trailer refrigeration.

Job Description

The air conditioning and refrigeration mechanic installs, inspects, maintains, services, and repairs domestic and commercial equipment. The mechanic also connects motors, compressors, temperature controls, humidity controls, and circulating fans to control panels. The trained mechanic tests systems, observes pressure, vacuum gauges, and adjust control to insure proper operation.

AIR CONDITIONING AND REFRIGERATION

Curriculum By Quarters

			Theory	Lab	Quarter Hours Credit
FIRST QUARTER					
ENG	1101	Reading Improvement	3	0	3
MAT	1101	Fundamentals of Math	5	0	5
ELC	1102	Basic Electricity	4	0	4
SAF	1101	Shop Safety	1	0	1
AHR	1121	Principles of Refrigeration	8	9	11
			21	9	24
SECOND QUARTER					
AHR	1116	Psychrometric Chart Reading	1	0	1
AHR	1122	Dom. & Comm. Refrigeration	3	9	6
AHR	1125	Heating Oil & Gas Burners	2	6	4
ELC	1101	Motor Controls and Relays	1	3	2
			7	18	13
THIRD QUARTER					
AHR	1103	Controllers and Motors	5	0	5
AHR	1123	Principles of Air Conditioning	4	9	7
AHR	1128	Automatic Controls	3	4	4
			12	13	16
FOURTH QUARTER					
AHR	1120	Air Cond., Basic Welding Practices	2	3	3
AHR	1124	Air Cond. & Refrigeration	4	7	6
AHR	1126	All Year Comfort Systems	3	6	5
			9	16	14

Total Credit Hours 67

AIR CONDITIONING & REFRIGERATION

Curriculum By Quarters

Evening Program

			Theory	Lab	Quarter Hours Credit
FIRST QUARTER					
SAF	1101	Shop Safety	1	0	1
ENG	1101	Reading Improvement	3	0	3
MAT	1101	Fundamentals of Math	5	0	5
ELC	1102	Basic Electricity	4	0	4
			13	0	13
SECOND QUARTER					
AHR	1121	Principles of Refrigeration	8	9	11
THIRD QUARTER					
AHR	1116	Psy. Chart Reading	1	0	1
AHR	1122	Dom. & Com. Refrigeration	3	9	6
			4	9	7
FOURTH QUARTER					
AHR	1123	Principles of Air Conditioning	4	9	7

FIFTH QUARTER

AHR	1103	Controls & Motors	5	0	5
AHR	1125	Heating Oil & Gas Burners	2	6	4
			<u>7</u>	<u>6</u>	<u>9</u>

SIXTH QUARTER

AHR	1128	Automatic Controls	3	4	4
AHR	1120	Air Cond. Basic Welding Practices	2	3	3
			<u>5</u>	<u>7</u>	<u>7</u>

SEVENTH QUARTER

AHR	1126	All Year Comfort Systems	3	6	5
ELC	1101	Motor Controls & Relays	1	3	2
			<u>4</u>	<u>9</u>	<u>7</u>

EIGHTH QUARTER

AHR	1124	Air Cond. & Refrigeration	4	7	6
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Total Credit Hours 67

*NOTE: Due to the nature of the Evening Program, all quarterly curriculum class schedules cannot be deviated from under any condition due to the nature of the problems associated with the overall scheduling process. The administration also reserves the right to give consideration in discontinuing a class or curriculum if a sufficient decline in enrollment is experienced or anticipated.

AUTO BODY REPAIR

Purpose of Curriculum

The field of automotive body repair and painting requires a large number of well-trained people to meet the growing demand for the many skills needed in this area of employment. People with a background of knowledge and skill in this field have excellent opportunities for jobs with good salaries. Many of these craftsmen, after gaining additional experience, go on to open their own businesses or become body shop foremen, supervisor or managers.

The curriculum devotes much of the student's time in the shop to the learning of the necessary skills and practicing of these skills on car bodies and components. Every attempt is made to make these practical experiences as similar to the actual on-the-job work as possible. The shop and equipment are well-suited to prepare one for entry into an occupation offering many job opportunities.

Job Description

The Automotive Body Repair curriculum provides training in the use of the equipment and materials of the auto body mechanic trade. The student studies the construction of the automobile body and techniques of auto body repairing, rebuilding, and refinishing.

Repairing, straightening, aligning, metal finishing, and painting of automobile bodies and frames are typical jobs performed. Job titles include automobile body repairman, automotive painter, and frame and chassis repairman.

AUTO BODY REPAIR

Curriculum By Quarters

			Theory	Lab	Quarter Hours Credit
FIRST QUARTER					
ENG	1101	Reading Improvement	3	0	3
MAT	1101	Fundamentals of Math	5	0	5
WLD	1101	Basic Gas Welding	1	3	2
AUT	1111	Auto Body Repair	5	12	9
SAF	1107	Shop Safety	1	0	1
			15	15	20
SECOND QUARTER					
WLD	1105	Auto Body Welding	1	4	2
AUT	1112	Auto Body Repair	8	12	12
			9	16	14
THIRD QUARTER					
AUT	1113	Metal Finishing and Painting	6	9	9
AUT	1115	Trim, Glass and Radiator Repair	4	6	6
			10	15	15
FOURTH QUARTER					
AUT	1114	Body Shop Applications	7	12	11
AUT	1139	Automotive Project	3	3	4
			10	15	15

Total Credit Hours 64

AUTOMOTIVE MECHANICS

Purpose of Curriculum

This curriculum provides a training program for developing the basic knowledge and skills needed to inspect, diagnose, repair, or adjust automotive vehicles. Manual skills are developed in practical shop work. Thorough understanding of the operating principles involved in the modern automobile comes in class assignments, discussion, and shop practice.

Complexity in automotive vehicles increases each year because of scientific discovery and new engineering. These changes are reflected not only in passenger vehicles, but also in trucks, buses, and a variety of gasoline-powered equipment. This curriculum provides a basis for the student to compare and adapt to new techniques for servicing and repair as vehicles are changed year by year.

Job Description

Automobile mechanics maintain and repair mechanical, electrical, and body parts of passenger cars, trucks, and buses. In some communities and rural areas, they also serve tractors and other gasoline-powered equipment. Mechanics inspect and test to determine the causes of faulty operation. They repair or replace defective parts to

restore the vehicle or machine to proper operating condition. They use shop manuals and other technical publications.

Automotive mechanics in smaller shops usually are general mechanics qualified to perform a variety of repair jobs. A large number of automobile mechanics specialize in particular types of repair work. Usually such specialists have an inclusive knowledge of automotive repair and may occasionally be called upon to do other types of work.

AUTOMOTIVE MECHANICS
Curriculum By Quarters

			Theory	Lab	Quarter Hours Credit
FIRST QUARTER					
SAF	1102	Shop Safety	1	0	1
ENG	1101	Reading Improvement	3	0	3
MAT	1101	Fundamentals of Math	5	0	5
AUT	1101	Internal Combustion Engine	4	14	9
DFT	1101	Schematics and Diagrams Tools and Engines	3	0	3
			16	14	21
SECOND QUARTER					
AUT	1102	Engine Electrical & Fuel Systems	6	9	9
DFT	1102	Schematics and Diagrams—Electric and Fuel	2	3	3
AUT	1121	Basic Hydraulics	2	3	3
			10	15	15
THIRD QUARTER					
AUT	1122	Braking System	2	3	3
AHR	1101	Auto Air Conditioning Repair	2	3	3
AUT	1123	Auto Chassis & Suspension System	4	6	6
DFT	1103	Schematics and Diagrams— Suspension and Braking	2	3	3
			10	15	15
FOURTH QUARTER					
AUT	1125	Automotive Servicing	2	6	4
AUT	1124	Automotive Power Train System	3	9	6
AUT	1120	Automotive Basic Welding Practices	2	3	3
			7	18	13

Total Credit Hours 64

AUTOMOTIVE MECHANICS
Curriculum By Quarters
Evening Program

			Theory	Lab	Quarter Hours Credit
FIRST QUARTER					
SAF	1102	Shop Safety	1	0	1

ENG	1101	Reading Improvement	3	0	3
AUT	1101A	Internal Combustion Engine	2	12	6
			6	12	10
SECOND QUARTER					
AUT	1101B	Internal Combustion Engine	1	3	2
MAT	1101	Fundamentals of Math	5	0	5
DFT	101	Schematics & Diagrams Tools and Engines	3	0	3
			9	3	10
THIRD QUARTER					
AUT	1102	Engine Electrical and Fuel Systems	6	12	10
FOURTH QUARTER					
DFT	1102	Schematics & Diagrams Electrical and Fuel	2	3	3
AUT	1121	Basic Hydraulics	1	3	2
AUT	1122	Braking System	2	3	3
			5	9	8
FIFTH QUARTER					
AHR	1101	Auto Air Condition Repair	2	3	3
AUT	1123	Auto Chassis & Suspension System	4	9	7
			6	12	10
SIXTH QUARTER					
DFT	1103	Schematics & Diagrams Suspension Braking	1	3	2
AUT	1125	Automatic Servicing	3	6	5
			4	9	7
SEVENTH QUARTER					
AUT	1124	Automotive Power Train System	4	9	7
AUT	1120	Automotive Basic Welding Practices	2	3	3
			6	12	10

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COSMETOLOGY

Purpose of Curriculum

The Cosmetology Curriculum is designed to prepare the student for employment in the field of Cosmetology. Cosmetology is the art and science of beauty care. A person who is licensed to perform these services is a cosmetologist. One of a cluster of health-related occupations, cosmetology involves care of the skin, hair, scalp and nails.

Cosmetology is both an art and a science, as well as a business. If there is a flair for the artistic, the cosmetologist will be able to find a position that emphasizes these talents. If the interest is in the science, there are positions that emphasize these skills also. There are many business opportunities available.

Job Description

The Cosmetology Curriculum prepares prospective cosmetologists for the North Carolina licensing examination. Before taking the licensing examination, a student must complete 1200 contact hours for apprentice license or 1500 contact hours of instruction for cosmetologists. Full-time (day) students attend class an average of six hours per day and gain actual experience in all phases of cosmetology customer services. The full-time student normally completes the required 1200 hours of instruction in four (4) quarters or 1500 hours in five (5) quarters.

A part-time (evening) cosmetology program provides approximately twenty hours of instruction per week. Prospective cosmetologists can meet the 1200 hours of instruction requirement in six (6) quarters or 1500 hours in seven (7) quarters. In order to insure that the same number of credit and contact hours are offered in the evening program as are offered in the daytime, certain courses carry over into the subsequent quarter.

Option

A student may continue in the cosmetology program to gain extra practice and skill and to accumulate hours for the purpose of transferring to other states that require more hours than North Carolina.

COSMETOLOGY Curriculum By Quarters

			Theory	Lab	Quarter Hours Credit
FIRST QUARTER					
COS	1001	Introduction to Cosmetology	10	0	10
COS	1011	Mannequin Practice	<u>0</u>	<u>20</u>	<u>7</u>
			10	20	17
SECOND QUARTER					
COS	1002	Anatomy and Physiology	10	0	10
COS	1022	Clinical Application	<u>0</u>	<u>20</u>	<u>7</u>
			10	20	17
THIRD QUARTER					
COS	1003	Salon Management and Cosmetology Law	10	0	10
COS	1033	Clinical Application	<u>0</u>	<u>20</u>	<u>7</u>
			20	20	17
FOURTH QUARTER					
COS	1004	Hair Structure and Chemistry Simplified	10	0	10
COS	1044	Clinical Application	<u>0</u>	<u>20</u>	<u>7</u>
			10	20	17

FIFTH QUARTER

COS	1005	Review	10	0	10
COS	1055	Advanced Clinical Application	<u>0</u>	<u>20</u>	<u>7</u>
			10	20	17

Total Credit Hours 85

COSMETOLOGY

Curriculum By Quarters

Evening Program

FIRST QUARTER

			Theory	Lab	Quarter Hours Credit
COS	1001	Introduction to Cosmetology	8	0	8
COS	1011	Mannequin Practice	<u>0</u>	<u>12</u>	<u>4</u>
			8	12	12

SECOND QUARTER

COS	1001	Introduction to Cosmetology	2	0	2
COS	1011	Mannequin Practice	0	8	3
COS	1002	Anatomy and Physiology	6	0	6
COS	1022	Clinical Application	<u>0</u>	<u>4</u>	<u>1</u>
			8	12	12

THIRD QUARTER

COS	1002	Anatomy and Physiology	4	0	4
COS	1022	Clinical Application	<u>0</u>	<u>16</u>	<u>5</u>
			4	16	9

FOURTH QUARTER

COS	1003	Salon Management and Cosmetology Law	8	0	8
COS	1033	Clinical Application	<u>0</u>	<u>12</u>	<u>4</u>
			8	12	12

FIFTH QUARTER

COS	1003	Salon Management and Cosmetology Law	2	0	2
COS	1033	Clinical Application	0	8	3
COS	1004	Hair Structure and Chemistry Simplified	6	0	6
COS	1044	Clinical Application	<u>0</u>	<u>4</u>	<u>1</u>
			8	12	12

SIXTH QUARTER

COS	1004	Hair Structure and Chemistry Simplified	4	0	4
COS	1044	Clinical Application	<u>0</u>	<u>16</u>	<u>5</u>
			4	16	9

SEVENTH QUARTER

COS	1005	Review	8	0	8
COS	1055	Advanced Clinical Application	<u>0</u>	<u>12</u>	<u>4</u>
			8	12	12

Total Credit Hours 78

ELECTRICAL INSTALLATION AND MAINTENANCE

Purpose of Curriculum

The rapid expansion of the national economy and the increasing development of new electrical products is providing a growing need for qualified people to install and maintain electrical equipment. By mid-1960, more than 350,000 were employed as either construction electricians or maintenance electricians. Between 5,000 and 10,000 additional tradesmen are required each year to replace those leaving the industry. It is expected that the total requirements for electrical tradesmen will reach 500,000 by 1978 and 700,000 by 1980. The majority of the electrical tradesmen today are trained through apprenticeship or on-the-job training programs.

This curriculum guide will provide a training program in the basic knowledge, fundamentals, and practices involved in the electrical trades. A larger portion of the program is devoted to the laboratory and shop instruction which is designed to give the student practical knowledge and application experience in the fundamentals taught in class.

Job Description

The graduate of the electrical trades program will be qualified to enter an electrical trade where he will assist in the planning, layout, installation, checkout, and maintenance of systems in residential, commercial, or industrial plants. He will have an understanding of the fundamentals of the National Electrical Code regulations as related to wiring installations, electrical circuits, and the measurements of voltage, current, power, and factor of single and polyphase alternating circuits. He will have a basic knowledge of motor and motor control systems, industrial electronic control systems, business procedures, organization and practices, communicative skills, and the necessary background to be able to advance through experience and additional training through upgrading courses offered in the center.

ELECTRICAL INSTALLATION AND MAINTENANCE

Curriculum by Quarters

			Theory	Lab	Quarter Hours Credit
FIRST QUARTER					
ENG	1101	Reading Improvement	3	0	3
SAF	1103	Shop Safety	1	0	1
ELC	1112	Electrical Theory	3	9	6
ELC	1127	Electrical Materials and Tools	0	3	1
MAT	1101	Fundamentals of Mathematics	5	0	5
ELC	1105	Shop Science	3	3	4
			15	15	20

SECOND QUARTER

ELC	1126	National Electrical Code	3	3	4
ELC	1124A	Residential Installation	4	9	7
DFT	1109	Electrical Blueprints & Layouts	3	3	4
			<u>10</u>	<u>15</u>	<u>15</u>

THIRD QUARTER

ELC	1124B	Residential Installation	3	6	5
ELC	1125	Commercial Installations	4	12	8
			<u>7</u>	<u>18</u>	<u>13</u>

FOURTH QUARTER

ELC	1129	Industrial Installations	3	5	5
ELC	1113	Electric Motors and Controls	8	9	11
			<u>11</u>	<u>14</u>	<u>16</u>

Total Credit Hours 64

ELECTRICAL INSTALLATION AND MAINTENANCE**Curriculum By Quarters****Evening Program**

			Theory	Lab	Quarter Hours Credit
FIRST QUARTER					
ELC	1112	Electrical Theory	3	9	6
MAT	1101	Fundamentals of Math	5	0	5
SAF	1101	Shop Safety	1	0	1
			<u>9</u>	<u>9</u>	<u>12</u>
SECOND QUARTER					
ELC	1126	National Electrical Code	3	3	4
DFT	1109	Electrical Blueprints and Layouts	3	3	4
ENG	1101	Reading Improvement	3	0	3
			<u>9</u>	<u>6</u>	<u>11</u>
THIRD QUARTER					
ELC	1127	Electrical Materials and Tools	0	3	1
ELC	1105	Shop Science	3	3	4
ELC	1124A	Residential Installation	2	3	3
			<u>5</u>	<u>9</u>	<u>8</u>
FOURTH QUARTER					
ELC	1124B	Residential Installations	2	6	4
ELC	1129	Industrial Installations	3	5	5
			<u>5</u>	<u>11</u>	<u>9</u>
FIFTH QUARTER					
ELC	1124C	Residential Installations	3	6	5
ELC	1113A	Electric Motors and Controls	2	3	3
			<u>5</u>	<u>9</u>	<u>8</u>
SIXTH QUARTER					
ELC	1113B	Electrical Motors and Controls	6	6	8
SEVENTH QUARTER					
ELC	1125	Commercial Installations	4	12	8

Total Credit Hours 64

LIGHT CONSTRUCTION

Purpose of Curriculum

Persons who are interested in construction and maintenance of small buildings should find this program to their liking. Particular emphasis is placed on the construction of residential and small commercial buildings.

The program is designed to prepare the learners to enter employment with preparatory training in the basic building trades of carpentry, masonry, and concrete work.

Instruction is presented in the proper care and use of tools including the steel square and power machinery. Some of the units of study are foundations, house framing, roofing, interior trim, floors, walkways, bricklaying, stone work, plastering and dry-walls, and various window installations. Instruction is given in applied mathematics, estimating, blueprint reading and sketching, and specifications and contracts.

Job Description

Employment may be obtained with contractors that specialize in the light construction building trades. These contractors employ carpenters, masons, and concrete workers. Graduates may be employed as apprentices in some areas with advanced credit. Workers in these trades are in demand not only for installation, but also building maintenance mechanics in small industries, apartments and hotels, public buildings and hospitals.

Light construction workers with adequate experience and continuing education may qualify as foremen or contractors.

LIGHT CONSTRUCTION

Curriculum By Quarters

				Quarter Hours Credit
FIRST QUARTER				
CAR	1101	Carpentry & Cost Estimating	2	3
ENG	1101	Reading Improvement	3	0
MAT	1101	Fundamentals of Math	5	0
SAF	1104	Shop Safety	1	0
MAS	1101	General Masonry	2	9
DFT	1101	Blueprint Reading: Building Trades	5	0
			18	12
SECOND QUARTER				
CAR	1102	Carpentry	10	15
THIRD QUARTER				
CAR	1103	Carpentry	7	18

FOURTH QUARTER

CAR	1124	Painting and Decorating	3	6	5
CAR	1104	Carpentry	4	9	7
CAR	1105	Cabinet Making and Framing	1	2	2
			<u>8</u>	<u>17</u>	<u>14</u>

Total Credit Hours 64

LIGHT CONSTRUCTION**Curriculum By Quarters****Evening Program**

			Theory	Lab	Quarter Hours Credit
FIRST QUARTER					
ENG	1101	Reading Improvement	3	0	3
SAF	1101	Shop Safety	1	0	1
MAS	1101	General Masonry	2	9	5
			<u>6</u>	<u>9</u>	<u>9</u>
SECOND QUARTER					
CAR	1110	Carpentry & Cost Estimating	2	3	3
MAT	1101	Fundamentals of Math	5	0	5
DFT	1110	Blueprint Reading—Building Trades	5	0	5
			<u>12</u>	<u>3</u>	<u>13</u>
THIRD QUARTER					
CAR	1102A	Carpentry	5	7	7
FOURTH QUARTER					
CAR	1102B	Carpentry	5	8	8
FIFTH QUARTER					
PLU	1115	Plumbing	2	3	3
CAR	1103A	Carpentry	2	9	5
			<u>4</u>	<u>12</u>	<u>8</u>
SIXTH QUARTER					
CAR	1103B	Carpentry	3	8	6
SEVENTH QUARTER					
CAR	1104A	Carpentry	2	3	3
CAR	1105	Cabinet Making & Framing	3	6	5
			<u>5</u>	<u>9</u>	<u>8</u>
EIGHTH QUARTER					
CAR	1104B	Carpentry	2	3	3
PAD	1124	Painting and Decorating	2	6	4
			<u>4</u>	<u>9</u>	<u>7</u>

Total Credit Hours 64

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MARINE DIESEL MECHANICS

Purpose of Curriculum

Marine Engine Mechanics are in demand along the coastal waterways of North Carolina and other states where fishing and water recreation industries exist. This is a rapidly growing industry in many areas of the country. Single boat operations to large fleets exist for sport and commercial fishing and various recreational activities. These boats use propulsion systems ranging from one-cylinder motors to large diesel units. These units require trained and skilled mechanics to maintain and service them for proper operation.

This program provides training for individuals interested in becoming mechanics to service and maintain the propulsion system for boats and various types of marine equipment. A thorough understanding of the operation principles of this equipment is provided through classroom instruction, laboratory experiments, group discussions, and shop practice.

Job Description

Marine engine mechanics maintain and repair mechanical, electrical, hydraulic, and pneumatic equipment on boats and in industrial applications. Mechanics inspect and test to determine the causes of faulty operation; repair or replace defective parts to restore the machine or unit to proper operating condition; use shop manuals, manufacturers' maintenance manuals, and other technical publications.

MARINE DIESEL MECHANICS

Curriculum By Quarters

			Theory	Lab	Quarter Hours Credit
FIRST QUARTER					
SAF	1105	Shop Safety	1	0	1
ENG	1101	Reading Improvement	3	0	3
MAT	1101	Fundamentals of Math	5	0	5
DSL	1101	Internal Combustion Engines	5	14	10
DFT	1104	Schematics and Diagrams— Power Mechanics	<u>2</u>	<u>0</u>	<u>2</u>
			16	14	21
SECOND QUARTER					
DSL	1102	Engine Electrical and Fuel Systems	9	11	13
DSL	1121	Basic Hydraulics	<u>2</u>	<u>3</u>	<u>3</u>
			11	14	16

THIRD QUARTER

DSL	1127	Marine Engine Servicing	4	9	7
DSL	1120	Marine Engine Basic Welding Practices	2	3	3
DSL	1128	Marine Power Train System	3	4	4
			<u>9</u>	<u>16</u>	<u>14</u>

FOURTH QUARTER

DSL	1129	Marine Auxiliary Equipment	4	9	7
DSL	1131	Marine Propulsion System Servicing	3	9	6
			<u>7</u>	<u>18</u>	<u>13</u>

Total Credit Hours 64

MEDICAL OFFICE ASSISTANT**Purpose of Curriculum**

The one-year Medical Office Assistant curriculum provides classroom study, as well as on-the-job practice, under the direct supervision of a doctor and a medical assistant. These experiences are planned and coordinated by the program facility. The medical office assistant receives a diploma upon satisfactory completion of the program and is trained to assist the licensed physician in his office or in a hospital out-patient department. The graduate may qualify for examination for certification by the American Association of Medical Assistants (CMA).

Job Description

The duties of a medical office assistant are many and varied according to the office in which the person works. The assistant may be one of a team of assistants, receptionists, secretaries, laboratory technicians, x-ray technicians, or may be all of them.

Duties might comprise general secretarial tasks and the assistant plays an important part in the medical routine of the doctor's office. A capable, dependent, and efficient assistant can assist the doctor in improving his practice through the performance of many routine office procedures.

Job opportunities are available in doctors' offices, hospitals, and private and public clinics.

MEDICAL OFFICE ASSISTANT**Curriculum By Quarters**

			Theory	Lab	Quarter Hours Credit
FIRST QUARTER					
MOA	103	Orientation to Medical Office Assisting	3	0	3
BUS	141	Medical Terminology and Vocabulary I	1	2	2

BUS	102	Typing I	2	3	4
ENG	101	English I	3	0	3
BIO	1111	Basic Health Science	3	5	5
			<u>12</u>	<u>10</u>	<u>17</u>

SECOND QUARTER

BUS	142	Medical Terminology and Vocabulary II	1	2	2
BUS	120	Accounting I	5	2	6
BUS	103	Typing II	3	2	4
ENG	102	English II	3	0	3
PSY	112	Personal Development	3	0	3
BUS	218	Medical Law, Ethics, and Economics	3	0	3
			<u>18</u>	<u>6</u>	<u>21</u>

THIRD QUARTER

BUS	143	Medical Terminology and Vocabulary III	1	2	2
MOA	201	MOA Administration Procedures	2	4	4
MED	1105	Examination Room Procedures	3	6	5
MED	1106	Laboratory Procedures	2	6	4
			<u>8</u>	<u>18</u>	<u>15</u>

FOURTH QUARTER

MOA	202	Clinical Education	4	24	12
EDP	104	Introduction to Data Processing	3	0	3
			<u>7</u>	<u>24</u>	<u>15</u>

Total Credit Hours 68

PLUMBING AND PIPEFITTING

Purpose of Curriculum

Plumbers are the craftsmen who install pipe systems which carry water, steam, air and other liquids or gases needed for sanitation, heating, industrial production and various other uses. During the past decade there has been a steady increase in the demand for these craftsmen. As building construction continues to increase this demand for plumbers will also increase.

Job Description

This curriculum in plumbing and pipefitting is designed to train the individual to enter this occupation with the knowledge and basic skills that will enable him/her to perform effectively. Courses in plumbing practices and pipefitting are included to provide practical experience as well as the theoretical information that one must know to advance and keep up-to-date with new innovations. Other courses in math and English are provided to assist the individual in occupational growth.

Most plumbers are employed by contractors in the building construction fields to install pipe systems which carry water, steam, air, or

other liquids or gases for sanitation, heating, industrial production, and various other uses. They also alter and repair existing pipe systems and install plumbing fixtures, appliances, and heating and refrigeration units.

PLUMBING AND PIPEFITTING

Curriculum By Quarters

			Theory	Lab	Quarter Hours Credit
FIRST QUARTER					
ENG	1101	Reading Improvement	3	0	3
MAT	1101	Fundamentals of Math	5	0	5
DFT	1111	Blueprint Reading I	2	0	2
PLU	1116	Plumbing Pipework and Domestic Water Systems	4	15	9
SAF	1108	Shop Safety	1	0	1
			<u>15</u>	<u>15</u>	<u>20</u>
SECOND QUARTER					
PLU	1121	Gas Welding for Plumbers	2	3	3
PLU	1125	Industrial Piping	2	5	4
PLU	1126	Hydraulic Systems Plumbing	2	3	3
PLU	1130	Plumbing Layouts and Codes I	3	5	5
			<u>9</u>	<u>16</u>	<u>15</u>
THIRD QUARTER					
PLU	1123	Hot Water Domestic Systems	3	3	4
PLU	1131	Plumbing Layouts and Codes II	4	6	6
PLU	1132	Residential Plumbing	3	6	5
			<u>10</u>	<u>15</u>	<u>15</u>
FOURTH QUARTER					
PLU	1112	Plumbing Fixtures and Installation	3	3	4
DFT	1112	Drafting I: Plumbing	2	3	3
PLU	1120	Plumbing Maintenance and Trouble Shooting	5	9	8
			<u>10</u>	<u>15</u>	<u>15</u>

Total Credit Hours 65

PRACTICAL NURSE EDUCATION

Purpose of Curriculum

The curriculum provides the qualified students with the opportunity to prepare for participation in the care of patients of all ages, in various stages of dependency and with a variety of illness conditions.

Throughout the one-year program, the student is expected to continuously acquire knowledge and understanding related to nursing and the biological and social sciences. She is to develop skills related to nursing practice, communication, interpersonal relations, and the use of good judgment.

Evaluation of student performance consists of tests on all phases of course content, independent work, and the student's adjustments to the responsibility of nursing.

Clinical experiences are provided by three affiliating agencies: Carteret General Hospital, Harbor View Nursing Home located in Morehead City, and in the U. S. Naval Hospital located at Cherry Point, North Carolina.

Job Description

The licensed practical nurse is prepared to function in a variety of situations: hospitals of all types, nursing homes, clinics, doctors' and dentists' offices, and in some public health facilities. In all situations the LPN functions under supervision of a registered nurse and/or licensed physician. The supervision may be minimal in situations where the patient's condition is stable and not complex, or it may consist of continuous direction in situations requiring the knowledge and skills of the registered nurse or physician. In the latter situation, the LPN may function in an assisting role in order to avoid assuming responsibility beyond that for which the program can prepare the individual.

Licensing Examination

Graduates of accredited programs of practical nurse education are eligible to take the licensing examinations given by the North Carolina Board of Nursing. The Licensed Practical Nurse applies for licensure in other states on the basis of a satisfactory examination score, in most cases, without repeating the examination.

Academic Requirements

The practical nursing student must successfully complete all courses with no nursing grade lower than "C" and no other associated grade lower than "D" in order to register for the following quarter in good standing. If the Grade "D" is obtained in any nursing course the student enters the following quarter on a probationary status. No student may return on probationary status for a second quarter. In order to graduate from the practical nurse program the student is required to have a "C" average in each course taken in the fourth quarter in addition to an overall "C" or 2.0 grade point average.

PRACTICAL NURSE EDUCATION
Curriculum By Quarters

			Theory	Lab	Quarter Hours Credit
FIRST QUARTER					
NUR	1011	Anatomy and Physiology	7	0	7

NUR	1012	Nurses' Math	2	0	2
NUR	1013	Fundamentals of Nursing	10	8	14
ENG	1105	Communication Skills for Practical Nurses	3	0	3
			<u>22</u>	<u>8</u>	<u>26</u>

SECOND QUARTER

NUR	1021	Medical-Surgical Nursing I	8	0	8
NUR	1022	Pediatrics I	2	0	2
NUR	1023	Obstetrics I	2	0	2
NUR	1024	Clinical Practice I	9	19	6
NUR	1025	Nutrition	2	19	20
			<u>14</u>	<u>19</u>	<u>20</u>

THIRD QUARTER

NUR	1031	Medical-Surgical Nursing II	6	0	6
NUR	1032	Pediatrics II	2	0	2
NUR	1033	Obstetrics II	2	0	2
NUR	1034	Clinical Practice II	0	24	8
NUR	1035	Pharmacology	2	0	2
			<u>12</u>	<u>24</u>	<u>20</u>

FOURTH QUARTER

NUR	1041	Medical-Surgical Nursing III	8	0	8
NUR	1042	Pediatrics III	2	0	2
NUR	1043	Clinical Practice III	0	24	8
NUR	1044	Practical Nursing	2	0	2
			<u>12</u>	<u>24</u>	<u>20</u>

Total Credit Hours 86

WELDING

Purpose of Curriculum

This curriculum was developed to fill the tremendous need for welders in North Carolina. The recently completed Manpower Survey shows quite clearly that many welders will be needed annually to fill present and projected vacancies in the state.

The curriculum is designed to give students sound understandings of the principles, methods, techniques, and skills essential for successful employment in the welding field and metals industry.

The field of welding offers a person prestige, security, and a future of continuous employment with steady advancement. It offers employment in practically every industry: shipbuilding, automotive, aircraft, guided missiles, railroads, construction, pipe fitting, radio, and many others.

Job Description

Welders join metals by applying heat, and sometimes pressure, to melt the edges to form a permanent bond. Closely related to welding is "Oxygen cutting". Of the more than 35 different ways to welding metals, arc, gas, and resistance welding are the three most important.

The principal duty of the welder using manual techniques is to control the melting by direct heat, from electric arc or gas welding torch, and to add filler metal where necessary to complete the joint. He should possess a great deal of manipulative skill with a knowledge of jigs, welding symbols, mathematics, basic metallurgy, and blueprint reading.

WELDING

Curriculum By Quarters

			Theory	Lab	Quarter Hours Credit
FIRST QUARTER					
ENG	1101	Reading Improvement	3	0	3
MAT	1101	Fundamentals of Math	5	0	5
SAF	1106	Safety Practices	1	0	1
DFT	1117A	Blueprint Reading	2	0	2
WLD	1120	Oxyacetylene	4	15	9
			<u>15</u>	<u>15</u>	<u>20</u>
SECOND QUARTER					
DFT	1117B	Blueprint Reading	2	0	2
WLD	1121	Arc Welding	4	9	7
WLD	1122	Commercial and Industrial Practices	4	6	6
			<u>10</u>	<u>15</u>	<u>15</u>
THIRD QUARTER					
DFT	1118	Pattern Development & Layout	1	3	2
WLD	1123	Inert, Gas, Mig, & Tig	3	3	4
WLD	1124A	Pipe Welding	6	9	9
			<u>10</u>	<u>15</u>	<u>15</u>
FOURTH QUARTER					
MEC	1112	Machine Shop Processes	1	3	2
WLD	1112	Mechanical Testing & Inspection	1	3	2
WLD	1124B	Pipe Welding	3	6	5
WLD	1125	Certification Practices	3	5	5
			<u>8</u>	<u>17</u>	<u>14</u>

Total Credit Hours 64

WELDING

Curriculum By Quarters

Evening Program

			Theory	Lab	Quarter Hours Credit
FIRST QUARTER					
MAT	1101	Fundamentals of Math	5	0	5
SAF	1106	Safety Practices	1	0	1
DFT	1117A	Blueprint Reading	2	0	2
WLD	1120A	Oxyacetylene	1	3	2
			<u>9</u>	<u>3</u>	<u>10</u>

SECOND QUARTER

ENG	1101	Reading Improvement	3	0	3
DFT	1117B	Blueprint Reading	2	0	2
WLD	1120B	Oxyacetylene	2	6	4
			<u>7</u>	<u>6</u>	<u>9</u>

THIRD QUARTER

WLD	1120	Oxyacetylene	1	6	3
WLD	1121A	Arc Welding	3	5	5
			<u>4</u>	<u>11</u>	<u>8</u>

FOURTH QUARTER

WLD	1121B	Arc Welding	1	4	2
WLD	1122	Commercial and Industrial Practices	4	6	6
			<u>5</u>	<u>10</u>	<u>8</u>

FIFTH QUARTER

WLD	1123	Inert, Gas, Mig, & Tig	3	3	4
WLD	1124A	Pipe Welding	2	3	3
			<u>5</u>	<u>6</u>	<u>7</u>

SIXTH QUARTER

WLD	1124B	Pipe Welding	4	6	6
DFT	1118	Pattern Development and Layout	1	3	2
			<u>5</u>	<u>9</u>	<u>8</u>

SEVENTH QUARTER

WLD	1112	Mechanical Testing and Inspection	1	3	2
WLD	1124	Pipe Welding	3	6	5
			<u>4</u>	<u>9</u>	<u>7</u>

EIGHTH QUARTER

MEC	1112	Machine Shop Processes	1	3	2
WLD	1125	Certification Practices	3	5	5
			<u>4</u>	<u>8</u>	<u>7</u>

Total Credit Hours 75

*NOTE: Due to the nature of the Evening Program, all quarterly curriculum class schedules cannot be deviated from under any condition due to the nature of the problems associated with the overall scheduling process. The Administration also reserves the right to give consideration in discontinuing a class or curriculum if a sufficient decline in enrollment is experienced or anticipated.

CERTIFICATE PROGRAMS



NURSES' ASSISTANT

Purpose of Curriculum

The continued shortage of nursing personnel has created a need for qualified men and women to give effective basic nursing care to selected patients in a general hospital or nursing home setting.

This course is designed to provide 330 hours of instruction consisting of classroom laboratory, and clinical experience. Clinical experience increases progressively throughout the two quarter course. Clinical assignments are planned and supervised by the nursing instructor, so that students can apply classroom acquired knowledge to the clinical practice.

Job Description

The Nurses' Assistant is employed to assist as a member of the nursing health team which contributes to the comfort, safety, and promotion of health of the patients. The Nurses' Assistant participates as a member of the health team in a plan of care to meet the physical, mental, emotional, and social needs of each patient under the direction and supervision of a licensed nurse.

NURSES' ASSISTANT

Curriculum By Quarters

Evening Program

			Theory	Lab	Quarter Hours Credit
FIRST QUARTER					
NUA	1102	Nurses' Assistant	8	2	8
SECOND QUARTER					
NUA	1103	Nurses' Assistant	8	12	12

OUTBOARD MOTOR REPAIR

Purpose of Curriculum

Outboard Motor Mechanics are in demand along the coastal waterways of North Carolina and the United States where fishing and water recreation industries exist. The repair of outboard motors is a fast-growing industry. Boats use outboard motors from 1½ H.P. to 150 H. P. Such motors need skilled mechanics to maintain and service them.

This program provides training for mechanics through classroom instruction, laboratory experiments, and shop practice.

Job Description

Outboard motor mechanics maintain and repair ignition, carburetion, power head assembly, lower units, electric, manual, hydraulic shifts, water pump assembly, and stern drives.

Mechanics inspect and test to determine the cause of faulty operation. They repair or replace defective parts to restore the motor to proper operating condition and use shop manuals and other technical publications.

OUTBOARD MOTOR REPAIR

Curriculum By Quarters

			Theory	Lab	Quarter Hours Credit
OMR	1101	Internal Combustion Engine	1	6	3
OMR	1102	Carburetor and Ignition	1	6	3
OMR	1103	Engine Design	1	6	3
OMR	1104	Lower Unit Construction	1	6	3
OMR	1105	Engine Cooling System and Exhaust Construction	1	6	3
OMR	1106	Outboard Installation and Construction	1	6	3
OMR	1107	Electric Starters, Generators, and Alternators	1	6	3
OMR	1108	Outdrive and Electric Tilt	1	6	3

Total Credit Hours 24

UPHOLSTERY

Purpose of Curriculum

The Upholstery curriculum is designed to provide persons with the knowledge and skills necessary for primary or secondary employment in the furniture upholstery trade. Through classroom instruction students will acquire a basic familiarity with types of furniture, fabric, and fillings as well as techniques of preparing and attaching filling and covering fabric to frames. Lab work will provide the student ample opportunity to practice techniques on frames or previously upholstered furniture which will be stripped for necessary repair and reupholstering.

Job Description

The graduate of the upholstery curriculum repairs and rebuilds upholstered furniture, using handtools and knowledge of fabrics and upholstery methods. He removes covering, webbing, and padding from seat, arms, back and sides of workpiece; removes defective springs; replaces webbing and springs or reties springs. He measures, cuts, and sews new covering material and installs material on wooden frame. He may handle the whole upholstering operation or portions

of the process and many work under supervision in an existing upholstery shop or establish his own business.

UPHOLSTERY

Curriculum By Quarters

			Theory	Lab	Quarter Hours Credit
FIRST QUARTER					
UPH	1101	Upholstery Materials and Methods	1	3	2
UPH	1102A	Frame and Fabric Preparation	1	9	4
			2	12	6
SECOND QUARTER					
UPH	1102B	Frame and Fabric Preparation	0	3	1
UPH	1103	Fabric Application and Finishing Techniques	1	12	5
			1	15	6

COURSE DESCRIPTIONS



COURSE DESCRIPTIONS

AIR CONDITIONING

	Theory	Lab	Quarter Hours Credit
AHR 1101—Auto Air Conditioning Repair	2	3	3
General introduction to the principles of refrigeration, study of the assembly of the components and connections necessary in the mechanisms, the methods of operation and control, proper handling of refrigerants in charging system. Prerequisite: None.			
AHR 1103—Controllers and Motors	5	0	5
The student after classroom instruction will wire controllers to electric motor, put pull in relays on compressors, and trace wiring systems out according to wire-up systems. Prerequisite: ELC 1102, SAF 1101, AHR 1116, AHR 1121, AHR 1122, AHR 1125, ELC 1101.			
AHR 1116—Psychrometric Chart Reading	1	0	1
The student will after classroom instruction, read the psychrometric chart. Study psychrometric terms along with a sling psychrometer, work problems on the chart, wet bulb temperature, relative humidity, grains of moisture, and dewpoint temperature. Prerequisite: ENG 1101, MAT 1101, ELC 1102, SAF 1101, AHR 1121.			
AHR 1120—Air Conditioning and Refrigeration			
Basic Welding Practices	2	3	3
Welding demonstrations by instructor and practices by students on copper weld, soft soldering, silver soldering, brazing tubing fittings, and special problems in low temperature operations designed to improve the student's ability to assemble air conditioning systems. Prerequisite: ELC 1102, SAF 1101, AHR 1121, AHR 1116, AHR 1122, AHR 1125, ELC 1101, AHR 1103, AHR 1123, AHR 1128.			
AHR 1121—Principles of Refrigeration	9	9	11
An introduction to the principles of refrigeration, terminology, the use and care of tools and equipment, and the identification and the function of the component parts of a system. Other topics to be included will be basic laws of refrigeration; characteristics and comparison of the various refrigerants; the use and construction of valves, fittings, and basic controls. Practical work includes tube bending, flaring, and soldering. Standard procedures and safety measures are stressed in the use of special refrigeration service equipment and the handling of refrigerants. Prerequisite: None.			
AHR 1122—Domestic and Commercial Refrigeration	3	9	6
Domestic refrigeration servicing of conventional, hermetic, and absorption systems. Cabinet care, controls, and system maintenance in domestic refrigerators, freezers, and window air conditioning units is stressed. Commercial refrigeration servicing of display cabinets, walk-in cooler and freezer units, and mobile refrigeration systems are studied. The use of manufacturer's catalog in sizing and matching system components and a study of controls, refrigerants, servicing methods are studied. The American Standard Safety Code for Refrigeration is studied and its principles practiced. Prerequisite: AHR 1121, ENG 1101, MAT 1101, ELC 1102, SAF 1101.			
AHR 1123—Principles of Air Conditioning	4	9	7
Work includes the selection of various heating, cooling, and ventilating systems, investigation and control of factors affecting air cleaning, movement, temperature, and humidity. Use is made of psychrometric charts in determining needs to produce optimum temperature and humidity control. Commercial air conditioning equipment is assembled and tested. Practical sizing and balancing of duct work is performed as needed. Prerequisite: ELC 1101, ELC 1102, SAF 1101, AHR 1121, AHR 1116, AHR 1122, AHR 1125.			

AHR 1124—Air Conditioning and Refrigeration 4 7 6
Emphasis is placed on the installation, maintenance, and servicing of equipment used in cleaning, changing, humidification, and temperature control of air in an air conditioned space. Installation of various ducts and lines needed to connect various components is made. Shop work involves burner operation, controls, testing and adjusting of air conditioning and refrigeration equipment, and location and correction of equipment failure. Prerequisite: ELC 1101, ELC 1102, SAF 1101, AHR 1103, AHR 1116, AHR 1121, AHR 1122, AHR 1123, AHR 1125, AHR 1128.

AHR 1125—Heating Oil and Gas Burners 2 6 4
The student will, after classroom instruction, identify and disassemble all components of the vapor type heating unit. The student will, after instruction, adjust the cut off and fuel pressure of an oil burner fuel pump. The student will, after instruction, identify and demonstrate by drawing all components of an oil burner (gun type). The student will, after classroom instruction, locate and correct five troubles placed on the electric heat trainer. (Provided trainers are received). The student will, after classroom instruction, locate and correct five troubles placed on the gas heater trainer. (Provided trainers are received). The student will, after classroom instruction, locate and correct five troubles placed on the oil burner trainer. (Provided trainers are received). Prerequisite: ENG 1101, MAT 1101, ELC 1102, SAF 1101, AHR 1121.

AHR 1126—All Year Comfort Systems 3 6 5
Auxiliary equipment used in conjunction with refrigeration systems to provide both heating and cooling for “all year” comfort will be studied and set up in the laboratory. Included will be oil-fired systems, gas-fired systems, water-circulating systems, and electric-resistance systems. Installation of heat pumps will be studied along with servicing techniques. Reversing valves, special types of thermostatic expansion valves, systems of defrosting coils, and electric wiring and controls are included in the study. Prerequisite: AHR 1123, AHR 1128, ELC 1101, ELC 1102, SAF 1101, AHR 1121, AHR 1116, AHR 1122, AHR 1125, AHR 1103.

AHR 1128—Automatic Controls 3 6 5
Types of automatic controls and their function in air conditioning systems. Included in the course will be electric and pneumatic controls for domestic and commercial cooling and heating, zone controls, commercial refrigeration controls, and radiant panel controls. Prerequisite: ELC 1102, AHR 1122, SAF 1101, AHR 1121, AHR 1116, AHR 1125, ELC 1101.

AUTOMOTIVE MECHANICS

			Quarter Hours Credit
AUT 1101—Internal Combustion Engines	Theory 4	Lab 14	9

Development of a thorough knowledge and ability in using, maintaining, and storing the various hand tools and measuring devices needed in engine repair work. Study of the construction and operation of components of internal combustion engines. Testing of engine performance, servicing and maintenance of pistons, valves, cams and camshafts, fuel and exhaust systems, cooling systems, proper lubrication, and methods of testing, diagnosing and repairing. Prerequisite: None.

	6	9	9
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AUT 1102—Engine Electrical and Fuel Systems
A thorough study of the electrical and fuel systems of the automobile. Battery cranking mechanisms, generator, ignition, accessories and wiring, fuel pumps, carburetors, and fuel injectors. Characteristics of fuels, types of fuel systems, special tools, and testing equipment for the fuel and electrical system. Prerequisite: AUT 1101, ENG 1101.

AUT 1111—Auto Body Repair	5	12	9
Basic principles of automobile construction, design, and manufacturing. A thorough study of angles, crown, and forming of steel into the complex contour of the present day vehicles. The student applies the basic principles of straightening, aligning, and painting of damaged areas. Prerequisite: None.			
AUT 1112—Auto Body Repair	8	12	12
A thorough study of the requirements for a metal worker, including the use of essential tools, forming fender flanges and beads, and straightening typical auto body damage. The student begins acquiring skills such as shaping angles, crowns, and contour of the metal of the body and fenders. Metal working and painting. Prerequisite: AUT 1111, WLD 1101, ENG 1101, MAT 1101.			
AUT 1113—Metal Finishing and Painting	6	6	9
Development of the skill to shrink stretched metal, soldering and leading, and preparation of the metal for painting. Straightening of doors, hoods, and deck lids, fitting, and aligning. Painting fenders and panels, spot repairs, and complete vehicle painting; the use and application of power tools. Prerequisite: AUT 1112, WLD 1105.			
AUT 1114—Body Shop Applications	7	12	11
General introduction and instruction in the automotive frame and front end suspension systems, the methods of operation and control, and the safety of the vehicle. Unit job application covers straightening of frames and frame wheel alignment. The student applies all phases of training. Repair order writing, parts purchasing, estimates of damage, and developing the final settlement with the adjuster. Prerequisite: AUT 1115.			
AUT 1115—Trim, Glass and Radiator Repair	4	6	6
Methods of removing and installing trim; cutting, sewing, and installing headliners, seat covers, and door trim panels; painting of trim parts and accessories. Glass removal, cutting, fitting, and installation. The student gains a thorough knowledge of the engine cooling system and repairs and replaces damaged cooling system components. Tests are made to insure normal engine cooling operation. Prerequisite: AUT 1112, WLD 1105.			
AUT 1120—Automotive Basic Welding Practices	2	3	3
Welding demonstrations by instructor and practices by students on copper weld, soft soldering, silver soldering, brazing tubing fittings, and special problems in low temperature operations designed to improve the student's ability in automotive welding and assembling. Prerequisite: None.			
AUT 1121—Basic Hydraulics	2	3	3
Theory and application of hydraulics systems. A study of pumps, lines, and valves used with equipment for marine and automotive applications. Prerequisite: MAT 1101.			
AUT 1122—Braking Systems	2	3	3
A complete study of various braking systems employed on automobiles and light-weight trucks. Emphasis is placed on how they operate, proper adjustment, and repair. Prerequisite: AUT 1121.			
AUT 1123—Auto Chassis and Suspension System	4	6	6
Principles and functions of the components of automotive chassis. Practical job instruction on adjusting and repairing of suspension and steering systems. Units to be studied will be shock absorbers, springs, steering systems, steering linkage, and front end alignment. Prerequisite: AUT 1102.			
AUT 1124—Automotive Power Train System	3	9	6
Principles and functions of automotive power train systems; clutches, transmission, gears, torque converters, drive shaft assemblies, rear axles and differentials. Identification of troubles, servicing, and repair. Prerequisite: AUT 1123.			

AUT 1125—Automotive Servicing**2 6 4**

Emphasis is on the shop procedures necessary in determining the nature of troubles developed in the various component systems of the automobile. Troubleshooting of automotive systems, providing a full range of experiences in testing, adjusting, repairing, and replacing. Prerequisite: AUT 1123, AUT 1121, AHR 1101.

AUT 1139—Automotive Project**3 3 4**

Student selects a project of interest in cooperation with the instructor. Projects are selected in accordance with the student's particular interest. Prerequisite: Satisfactory completion of first three quarters.

BIOCHEMISTRY**BCH 250—Introduction to Biochemistry**

Theory	Lab	Quarter Hours Credit
3	0	3

Fundamental concepts of the chemistry of living cells and organisms. Proteins, carbohydrates, lipids, nucleic acids, intermediary metabolism, enzymes, biological energy consumption and production, and biochemical genetics at the introductory level. Offered Spring Quarters only. Prerequisite: CHM 262, BIO 262, CHM 150, or special permission.

BCH 251—Introductory Biochemistry Laboratory**0 3 1**

Laboratory to accompany BCH 250. Introduces biochemical concepts in the laboratory framework, including technique and data interpretation as well as the concepts covered in the lecture course. Prerequisite: CHM 262, BIO 262, CHM 150 or special permission. Corequisite: BCH 250.

BIOLOGY**BIO 100—Introduction to Microbiology**

Theory	Lab	Quarter Hours Credit
3	2	4

Study of current information about fundamentals of microbiology in such areas as types of microorganisms and their identification, sterilization, and pathogenic organisms. Selected laboratory assignments to demonstrate these principles. Prerequisite: ADN Student.

BIO 107—Anatomy and Physiology I**3 2 4**

Students will be introduced in lecture to normal structure and function on a cellular level and will utilize this knowledge in gaining an understanding of the organization and function of the human body on tissue, organ, and organ system levels. When relevant, clinical applications are briefly made of such acquired knowledge, e.g., relation of information to basic pathological states. Prerequisite: None.

BIO 108—Anatomy and Physiology II**3 2 4**

A continuation of BIO 107 with emphasis on the vascular system, respiratory system, digestive system, urinary system, fluid and electrolyte balance, endocrine system, and the reproductive system. Prerequisite: BIO 107.

BIO 110—Anatomy and Physiology I**4 2 5**

Advanced course dealing with the structure and functions of the human body. The skeletal, muscular, nervous, endocrine, circulatory, digestive, urinary, and reproductive systems. Blood study and testing urinalysis dissection of representative vertebrate animals, and physiological experiments. Prerequisite: ADN Student.

BIO (ADN) 111—Anatomy and Physiology II**4 2 5**

A continuation of BIO 161. Prerequisite: BIO 110, ADN Student.

BIO (RTH) 111—Microbiology	3	2	4
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This is a one-quarter course designed to provide an understanding of microbiological principles and applications. Emphasis is placed on microbial classifications, structure and function, host-parasite relationships, and relations to man. Laboratory sessions are concerned with principles of identification, slide techniques, culture methods, and sterile procedures. Prerequisite: None.

BIO 115—Medical Terminology	1	0	1
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The first of a series of two courses in which the student is introduced to terms related to all areas of medical science, hospital service and paramedical specialties. Terms introduced parallel the topics covered in Anatomy and Physiology I.

BIO 212—Pathology	3	0	3
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This course deals with the study of disease. The student will be taught the cause, pathogenesis, occurrence, complications, and prognosis of common diseases. Prerequisite: BIO 108, BIO 111.

BIO 1111—Basic Health Science	3	5	5
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This course is designed to give the student an understanding of basic science principles and their relationships to health. The course includes study of the structure and function of the human body, principles of food and nutrition and selected principles of microbiology. Prerequisite: None.

BUSINESS

	Theory	Lab	Quarter Hours Credit
BUS 101—Introduction to Business	3	0	3

A survey of the business world with particular attention devoted to the structure of the various types of business organization, methods of financing, internal organizations and management. Prerequisite: None.

BUS 102—Typing I	3	2	4
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Introduction to the touch typewriting system with emphasis on correct techniques, mastery of the keyboard, simple business correspondence, tabulation, and manuscripts. Prerequisite: None.

BUS 103—Typing II	3	2	4
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Introduction emphasizes the development of speed and accuracy with further mastery of correct typewriter techniques. These skills and techniques are applied in tabulation, manuscripts, correspondence. Speed Requirements—40 words per minute for five minutes.

BUS 104—Typing III	3	2	4
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Emphasis on production typing problems and speed building. Attention to the development of the student's ability to function as an expert typist, producing mailable copies. The production units are tabulation, manuscript, correspondence, and business forms. Prerequisite: BUS 103 or equivalent. Minimum speed requirement, 45 words per minute for five minutes.

BUS 106—Shorthand I	3	2	4
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A beginning course in the theory and practice of reading and writing shorthand. Emphasis on phonetics, penmanship, word families, brief forms, and phrases. Students may be exempted from this course and receive credit for it by passing a proficiency test. Prerequisite: None.

BUS 107—Shorthand II	3	2	4
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Continued study of theory with greater emphasis on dictation and elementary transcription. Prerequisite: BUS 106 or equivalent.

BUS 108—Shorthand III	3	2	4
Theory and speed building. Introduction to office-style dictation. Emphasis on development of speed in dictation and accuracy in transcription. Prerequisite: BUS 107.			
BUS 110—Office Machines	3	2	4
Students will receive training in techniques, processes, operation, and application of the ten-key adding machine, electronic calculator, printing calculator, and full-key adding machine. Prerequisite: MAT 110.			
BUS 112—Filing	3	0	3
Fundamentals of indexing and filing, combining theory and practice by the use of miniature letters, filing boxes and guides. Alphabetic, geographic, subject, and chronological methods are studied. Prerequisite: None.			
BUS 115—Business Law I	3	0	3
A general course designed to acquaint the student with certain fundamentals and principles of business law, including contracts, negotiable instruments, and agencies. Prerequisite: None.			
BUS 120—Accounting I	5	2	6
Principles, techniques, and tools of accounting, for understanding of the mechanics of accounting—collecting, summarizing, analyzing, and reporting information about service and mercantile enterprises, to include practical application of the principles learned. Prerequisite: MAT 110.			
BUS 121—Accounting II	5	2	6
Partnership and corporation accounting including a study of payroll, federal and state taxes. Emphasis is placed on the recording, summarizing, and interpreting data for management control rather than on bookkeeping skills. Accounting services are shown as they contribute to the recognition and solution of management problems. Prerequisite: BUS 120, MAT 113.			
BUS 141—Medical Terminology and Vocabulary I	1	2	2
A study of the structure of medical words and terms. Emphasis is placed on spelling and defining commonly used prefixes, suffixes, root words, and their combining forms. Prerequisite: None.			
BUS 142—Medical Terminology and Vocabulary II	1	2	2
A continuation of BUS 141 with greater emphasis on an understanding of terminology and its use in the medical office. Anatomical body parts, diseases, operations, tumors, drugs, and descriptive terms are emphasized by analysis of the terms and structure of the words. Prerequisite: BUS 141.			
BUS 143—Medical Terminology and Vocabulary III	1	2	2
Continuation of BUS 142 with greater emphasis on an understanding of terminology and its use in the medical office. Anatomical body parts, diseases, operations, tumors, drugs, and descriptive terms are emphasized by analysis of the terms and structure of the words. Prerequisite: BUS 141 and BUS 142.			
BUS 203—Business Communications	3	0	3
Develops skills in techniques in writing business communications. Emphasis is placed on writing action-getting sales letters, business reports; summaries of business conferences; and letters involving credit, collection, adjustment, complaint, orders, acknowledgment, remittances, and inquiry. Prerequisite: ENG 102, BUS 102.			
BUS 205—Typing IV	3	2	4
Emphasis is placed on the development of individual production rates. The student learns the techniques needed in planning and in typing projects that closely approximate the work appropriate to the field of study. These projects include review of letter			

forms, methods of duplication, statistical tabulation. Minimum speed requirement, 50 words per minute for five minutes. Prerequisite: BUS 104.

BUS 206—Dictation and Transcription 3 2 4

Develops the skill of taking dictation and of transcribing at the typewriter materials appropriate to the course of study, which includes a review of the theory and the dictation of familiar and unfamiliar material at varying rates of speed. Minimum dictation of 80 words per minute required for five minutes on new material. Prerequisite: BUS 108.

BUS 207—Dictation and Transcription 3 2 4

Covering materials appropriate to the course of study, the student develops the accuracy, speed, and vocabulary that will enable her to meet the stenographic requirements of business and professional offices. Minimum dictation rate of 90 words per minute required for five minutes on new material. Prerequisite: BUS 206.

BUS 208—Dictation and Transcription 3 2 4

Principally a speed building course, covering materials appropriate to the course of study, with emphasis on speed as well as accuracy. Minimum dictation rate of 100 words per minute required for five minutes on new material. Prerequisite: BUS 207.

BUS 208L—Legal Dictation and Transcription 3 2 4

The student will build speed and accuracy in taking and transcribing legal materials. Shorthand shortcuts and law procedures will be covered. Upon successful completion of the course the student will develop a minimum dictation rate on new legal material of 110 words per minute for three minutes. Prerequisite: BUS 207.

BUS 210—Office Procedures 3 2 4

Responsibilities encountered by the secretary during the work day are presented in this course. These responsibilities include the following: receptionist duties, handling the mail, telephone techniques, travel information, telegrams, office records, purchasing of supplies, office organization, human relations, and administrative responsibilities. Prerequisite: BUS 104.

BUS 211—Duplicating Machines 3 0 3

Student receives instruction in the operation of the mimeograph machine, spirit duplicator, offset press, Thermofax, and A.B. Dick 310 and 675. Machine transcription is introduced with emphasis on the mailable letter. Prerequisite: BUS 103.

BUS 213—Professional Executive Typewriting 2 2 3

Simulated office assignments are given in order to develop self-confidence in the skillful handling of materials and typewriter. Speed and accuracy are stressed, with emphasis placed on production work through projects on executive level proficiency standards. This includes an understanding of principles involved in planning both routine and unusual typewriting tasks. Prerequisite: Typewriting BUS 205.

BUS 215—Office Application—Seminar/Practicum 1 6 3

Supervised work experience in various legal and governmental offices. The student is given the opportunity to perform diversified office duties and to be of assistance in any legal secretarial area. Seminars are conducted one hour weekly during the quarter to evaluate the work experience. A comprehensive report is required. Prerequisite: BUS 207, BUS 210, and BUS 205.

BUS 216—Office Simulation 3 2 4

This course is a full-scale office simulation for second year students only. The students operate a model office and perform as office employees. By actually conducting the many business operations such as buying, selling, bookkeeping, and tax work, the student has an opportunity to develop an understanding of the overall office operation and how each part is dependent upon the other. The simulation covers the three office systems that are central to any office operation: sales, purchasing, and cash control. Prerequisite: Open only to sixth quarter students.

BUS 218—Medical Law, Ethics, and Economics	3	0	3
Designed to acquaint the student with the legal aspects of medical practice acts, the relationship of physician, patient, professional liabilities and types of medical practice. Basic principles of medical economics are included. Prerequisite: None.			
BUS 220—Salesmanship	3	0	3
An introduction to salesmanship. The role of the salesman in our economy is discussed. Emphasis is placed on personal selling, both industrial and retail. An understanding of buyer behavior and the communication process is stressed. Prerequisite: BUS 101 and ENG 103.			
BUS 221—Advertising	3	0	3
Gives the student the tools that will help solve the problems encountered in the field of advertising. Emphasis is placed on the advertising task at the local level stressing creative rather than the technical side of advertising. The student is expected to produce simple, yet effective, print and broadcast copy. Prerequisite: ENG 103, BUS 101, and BUS 222.			
BUS 222—Business Law II	3	0	3
Includes the study of laws pertaining to bailments, sales, risk-bearing, partnership-corporation, mortgages, and property rights. Prerequisite: BUS 115.			
BUS 223—Intermediate Accounting I	5	2	6
Additional study on an intermediate level with emphasis on corporate accounting, investments, manufacturing cost and inventorying methods, analysis of working capital, and cost accounting introduction. Prerequisite: BUS 121.			
BUS 224—Finance	3	0	3
Financing federal, state, and local government and the ensuing effects upon the economy. Factors affecting the supply of funds, monetary, and credit policies. Prerequisite: BUS 121 and BUS 229.			
BUS 228—Payroll Taxes	3	0	3
This course is designed to acquaint the students with the various phases of the Social Security Act, federal, state, and local laws relating to payment of wages and salaries. Provides practice in all payroll operations; the recording of accounting entries involving payroll and the preparation of payroll tax returns required of business. Prerequisite: BUS 120.			
BUS 229—Income Taxes	3	0	3
Application of Federal and State taxes to various business and business conditions. Covers income, payroll, intangible, capital gain, sales and use, excise, and inheritance taxes. Prerequisite: MAT 113.			
BUS 235—Business Management	3	0	3
Principles of business management including overview of major functions of management, such as planning, staffing, controlling, directing, and financing. Clarification of the decision-making function. Role of management in business qualifications and requirements. Prerequisite: BUS 101, BUS 120.			
BUS 239—Marketing	3	0	3
A general survey of the field of marketing, with a detailed study of the functions, policies, and institutions involved in the marketing process. Prerequisite: BUS 222 and MAT 113.			
BUS 247—Insurance (Elective)	3	0	3
The purpose of this course is to give the student a basic understanding of the various types of insurance. The student studies the fundamentals of insurance contracts, major property and liability contracts, and life and health insurance. The student will be			

able to apply the knowledge gained in this course in his business and in his private life.
Prerequisite: None.

BUS 258—Typing Improvement 3 0 3

Emphasis is placed on speed and accuracy building. Attention is given to the development of techniques in the areas of stroking, response patterns, manipulative control, position of the typewriter, keyboard control, and eyes on the copy. Prerequisite: BUS 102 or equivalent.

BUS 260—Real Estate (Elective) 3 0 3

An introduction to the study of real estate. A study of the complexities and ramifications of real estate operations on a state and inter-state basis. Prerequisite: BUS 101, MAT 113, ENG 103.

BUS 268—Money and Banking 3 0 3

A study of the principles of Commercial and Central Banking; marketing and income theory; monetary and fiscal policy; and international monetary relations as they apply to small business operations. Prerequisite: BUS 223 and BUS 229.

BUS 271—Personnel Management 3 0 3

Course designed to acquaint students with supervisory problems, with emphasis on the problem-solving process. Suggested solutions concerning personnel management and operation of a personnel department. Emphasis is placed on the scientific management of manpower through personnel policies pertaining to recruitment, selection, placement, training, promotion, health, safety, and employee services. Prerequisite: BUS 101, BUS 222, ENG 103.

BUS 283—Terminology and Vocabulary 3 0 3

This course is designed to expand the student's vocabulary and improve his spelling. Through the use of records, handouts, and observations made in outside reading, the student is introduced to approximately two hundred words. The student also learns four basic spelling rules and is required to master a 250 word list of commonly misspelled words. Prerequisite: None.

CARPENTRY

CAR 1101—Carpentry and Cost Estimating

Theory 2
Lab 3
Hours Credit 3

A brief history of carpentry and present trends of the construction industry. The course will involve operation, care and safe use of carpenters' handtools and powertools in cutting, shaping, and joining construction materials used by the carpenter. Major topics of study will include theoretical and practical application involving: materials and methods of construction, building layouts, preparation of site, footings, and foundation wall construction including form construction and erection, and cost estimating of materials. Prerequisite: None.

CAR 1102—Carpentry

10 15 15

Practical application in rough carpentry which consists of: framing, roofing, window and exterior door installation, exterior wall covering, and exterior trim. Prerequisite: CAR 1101, DFT 1110, ENG 1101, MAT 1101, SAF 1104, MAS 1101.

CAR 1103—Carpentry

7 18 13

Cabinetmaking and millwork as performed by the general carpenter for building construction. Use of shop tools and equipment will be emphasized in learning methods of construction of millwork and cabinetry. Practical applications will include measuring, layout, and construction of: base and wall cabinets, built-in desk, door and window frames, stairs, and interior and exterior cornice and trim. Materials and finishes will also be studied. Prerequisite: CAR 1101, CAR 1102, DFT 1110, ENG 1101, MAT 1101, SAF 1104, MAS 1101.

CAR 1104—Carpentry**4 9 7**

Exterior and interior trim and finish carpentry will complete the general carpentry program. Included will be materials and methods used in finishing carpentry such as: exterior cornice, door and window trim, interior flooring, door and window facing, moldings, and cornice construction; installation of hardware; and installation of built-in equipment and cabinets. Prerequisite: CAR 1101, CAR 1103, DFT 110, ENG 1101, MAT 1101, SAF 1104, MAS 1101, PLU 1115.

CAR 1105—Cabinetmaking and Framing**1 2 2**

The student will be introduced to the different types of handtools used in a cabinet shop. This course will go into the necessary framing for cabinet shop. Students will be presented a study of built-in cabinets and pre-constructed cabinet work. Prerequisite: CAR 1101, ENG 1101, MAT 1101, SAF 1104, MAS 1101, DFT 1110, CAR 1103, PLU 1115.

CAR 1124—Painting and Decorating**3 6 5**

Instruction is given in preparing interior surfaces and exterior areas for painting and finishing. Training is given in the operation of sanding and spray equipment as well as the application of stains, fillers, putties, and paint by hand. Instruction is offered in protecting property, erection of scaffolds, application of various types of materials, plus the evaluation of quality of finishes. Prerequisite: CAR 1101, ENG 1101, MAT 1101, SAF 1104, MAS 1101, DFT 1110, CAR 1103, PLU 1115.

CHEMISTRY**CHM 101—Introduction to Chemistry**

Theory	Lab	Quarter Hours Credit
3	2	4

A "basic science" course for the ADN curriculum intended to supply the nursing student a background in physics and general organic chemistry as applicable to nursing practice. The student will consider concepts of matter and energy and applications thereof including atomic structure, kinetic molecular theory, states of matter, behavior of fluids, electrolyte chemistry, and introductory organic chemistry. Prerequisite: ADN Student.

CHM 102—Fundamentals of Biochemistry**3 0 3**

A "basic science" course for the ADN curriculum introducing the living world at the molecular level. The student will consider and apply fundamental concepts of proteins, lipids, and carbohydrates; intermediary metabolism, enzyme chemistry and energy production; and transport processes in living cells. Prerequisite: CHM 101.

CHM 103—Chemistry—General and Inorganic**3 2 4**

Students will be introduced in lecture to important chemical principles fundamental to the understanding of life processes. This will include a foundation in general and organic chemistry followed by the essential features of organic chemistry which lays the groundwork for the study of the biochemistry of living systems.

Students are afforded the opportunity to expand their knowledge through classroom discussion and through laboratory work. The laboratory experiments are designed in some cases to introduce specific principles and in other cases to supplement and reinforce material introduced in lecture. Prerequisite: None.

CHM 104—Organic and Biochemistry**3 2 4**

To familiarize the student with the nomenclature, variety, usefulness and most significant topics in organic and biochemistry. Prerequisite: CHM 103.

CHM 110—Chemistry**4 2 5**

Study of the physical and chemical properties of substances, chemical changes; elements, compounds, gases, chemical combinations; weights and measurements;

theory of metals; acids, bases, salts, solvents, solutions, and emulsions. In addition, study of carbohydrates, electrochemistry to industry. Prerequisite: None.

COSMETOLOGY

	Theory 10	Lab 0	Quarter Hours Credit 10
COS 1001—Introduction to Cosmetology			
The beginning course in Cosmetology. It includes the theory of professional ethics, grooming, personality development, sterilization, sanitation, bacteriology, introduction to chemistry, nails, nail disorder, manicuring and hair. Prerequisite: None.			
COS 1102—Anatomy and Physiology	10	0	10
Continuing study of the science of Cosmetology in basic anatomy and physiology related to cosmetic practices. Also the study of skin and scalp disorders. Prerequisite: COS 1001.			
COS 1003—Salon Management and Cosmetology Law	10	0	10
A course designed to introduce the student to the business section of Cosmetology as a manager or owner of a salon. Includes business practices, procedures, and laws pertaining to business and Cosmetology. Prerequisite: COS 1001.			
COS 1004—Hair Structure and Chemistry Simplified	10	0	10
A study of the chemistry of Cosmetology practices. Scientific data pertinent for all students. Prerequisite: COS 1001.			
COS 1005—Review	10	0	10
A course designed to review COS 1001-1004. Preparatory study for State Board Examination. Simulated salon routine. Prerequisite: COS 1001, COS 1002, COS 1003, COS 1004.			
COS 1011—Mannequin Practice	0	20	7
This course introduces the student to practical applications in Cosmetology using mannequins for practice. Prerequisite: None.			
COS 1022—Clinical Application	0	20	7
Practice on live model performances. The student will begin developing skills and techniques of applications in shampooing, setting, hairwaving, haircuts, permanent waves, scalp treatments, and manicuring on models. Prerequisite: COS 1001 and COS 1011.			
COS 1033—Clinical Application	0	20	7
Continued application and practice of performances on live models including shampooing, set, haircut, permanent wave, hair conditioning, manicuring, lash and brow tints, hair coloring, bleaching, arch eyebrows, chemical relaxing, pressing, curling and wigs. Prerequisite: COS 1001, COS 1011.			
COS 1044—Clinical Application	0	20	7
Practical applications continued in hair styling, permanent wave, hair coloring bleaching, arching eyebrows, hair conditioning, lash and brow tints, facials, and makeup. Prerequisite: COS 1001, COS 1002, COS 1003, COS 1011, COS 1022, COS 1033.			
COS 1055—Advanced Clinical Application	0	20	7
A simulated shop performance. Students practice routine of salons in making appointments of all applications and services. Prerequisite: COS 1001, COS 1002, COS 1003, COS 1004, COS 1011, COS 1022, COS 1033, COS 1044.			

CRIMINAL JUSTICE

	Theory	Lab	Quarter Hours Credit
CJC 101—Introduction to Criminal Justice	5	0	5
This course is designed to familiarize the student with a philosophy and history of law enforcement, its legal limitations in our society, and primary duties and responsibilities of the various agencies in the criminal justice field, the basic processes of justice, the evaluation of law enforcement's current position, and an orientation relative to the profession as a career. Prerequisite: None.			
CJC 102—Criminology	5	0	5
A general course designed to introduce the student to the causation of crime and delinquency. The historical and contemporary aspects of crime, law enforcement, punishment, and correctional administration will be discussed. Prerequisite: None.			
CJC 115—Criminal Law I	3	0	3
A course designed to present a basic concept of criminal laws and to provide a legal groundwork for those who seek to enter the criminal justice field. Prerequisite: None.			
CJC 125—Due Process	3	0	3
This course is designed to provide the student with a review of court systems; procedures from incident to final disposition; principles of constitutional, federal, state, and civil laws as they apply to and affect law enforcement. Prerequisite: None.			
CJC 201—Motor Vehicle Law	3	0	3
A study of the traffic enforcement codes with primary emphasis placed on North Carolina law as it relates to motor vehicles. Prerequisite: None.			
CJC 202—Traffic Planning and Accident Investigation	3	0	3
A study which covers the history of the traffic enforcement problems and gives an overview of the problem as it exists today. Attention will be given to the three E's (enforcement, evaluation, effectiveness) and legislation, the organization of the traffic unit, the responsibilities to the traffic function of the various units within the law enforcement agency, enforcement tactics, evaluation of the traffic program effectiveness and allocation of men and materials. Accident investigation is stressed. Prerequisite: None.			
CJC 205—Evidence	5	0	5
Instruction covers the kinds and degrees of evidence and the rules governing the admissibility of evidence in court. Prerequisite: None.			
CJC 206—Police Community Relations	3	0	3
This course will provide the student with an understanding of community structures as they relate to minority groups, peer groups, socio-economic groups, leader groups, and group relations. Emphasis will be placed on the organization and function of these groups as they relate to the profession of criminal justice-protective service. Prerequisite: None.			
CJC 210—Criminal Investigation I	3	2	4
This course introduces the student to fundamentals of investigation; crime scene search; recording, collecting, and preservation of evidence; sources of information; interview and interrogation; case preparation; and court presentation. Prerequisite: None.			
CJC 211—Criminal Investigation II	3	2	4
An introduction to the forensic aspects of police science. The subject matter concentrates on the procedures to be undertaken in the crime lab. Emphasis is placed on fulfilling all legal requirements regarding the handling and evaluation of physical			

evidence. All students participate in a crime scene and the investigation of all evidence pertaining to the crime. Prerequisite: None.

CJC 212—Drugs and Controlled Substances 3 2 4

This course is designed to prepare the student to identify and classify drugs. Emphasis will be placed on the investigation techniques and effects of drugs on the human body as they relate to a profession in criminal justice-protective service. Prerequisite: None.

CJC 216—Criminal Law II 3 0 3

A continuation of Criminal Law I which presents a basic concept of criminal law and creates an appreciation of the rules under which one lives in our system of government. Primary emphasis will be placed on North Carolina law. Prerequisite: CJC 115.

CJC 217—Patrol Procedures 3 0 3

This course defines the purposes of patrols and describes the types of patrols. It explains the operation of police vehicles on patrol, answering calls—emergency and non-emergency and felony in progress. It provides the student the opportunity to develop powers of perception and observation concerning persons, places, and things. Safe driving techniques and uses of equipment are presented. Prerequisite: None.

CJC 218—Firearms, Weapons, and Explosive Devices 3 2 4

An introduction to explosives, weapons, types and classification, and their safe use in law enforcement. Particular emphasis is placed on when to use weapons, their transportation and storage. The types and classifications of non-lethal weapons is covered along with their employment. Prerequisite: None.

CJC 219—Civil Disorder and Disasters 3 0 3

A comprehensive study of causes, types, and classifications of civil disorders. The course includes police methods in evaluating probable disorders, planning for tactical operations, and the fundamental methods of controlling crowds in both disorder and disaster situations. Prerequisite: None.

CJC 220—Police Organization and Administration 3 0 3

Introduction to principles of organization and administration, discussion of the service functions, e.g., personnel management, police management, training, communications, records, property maintenance, and miscellaneous services. Prerequisite: None.

CJC 292—Police Photography 3 0 3

This course is designed to teach the student the nomenclature and operation of cameras, proper exposure and lighting techniques, dark room procedures for developing a print as well as enlarging photographs. Concentration is made on crime scene and accident photography. The student also develops a working knowledge of the rules of evidence as pertains to the introduction of photographs as evidence in court.

CJC 293—Sex Crimes 3 0 3

The course deals principally with the legal aspects of sexual conduct. It deals with sexual history and customs, techniques used by perverts, deviations in sexual practices, commercial vice, and the techniques employed by persons involved in enforcement of laws which prohibit or restrict such activities.

CJC 294—Criminal Justice Seminar Practicum 0 12 4

It is the intent of this course to expose the second year criminal justice student to the full continuum of local government law enforcement activities. Several local agencies participate in the program. Prerequisite: Second year criminal justice student.

CJC 295—Introduction to Security 3 0 3

The course is a thirty-three hour comprehensive introduction to the history, nature, and scope of security in modern society. Details will be covered in: Physical security, Defense Systems, Internal Theft, Shoplifting, Fire Prevention and Safety, and Security Administration.

CJC 297—Legal Instruments**3 0 3**

The student will receive an intensive course of study in legal documents, which includes briefs, contracts, agreements, affidavits, wills, and powers of attorney. Emphasis will be placed on the planning and typing of projects appropriate to the legal area. Prerequisite: BUS 204.

CJC 298—Domestic and Family Law**3 0 3**

Emphasis in this course is placed on North Carolina Statutory Law relative to divorce procedures, property rights in domestic disputes, and states of decedents. The necessary forms relative to divorce proceedings and proper completion of the same are covered. Prerequisite: CJC 125.

DATA PROCESSING**EDP 104—Introduction to Data Processing**

Theory	Lab	Quarter Hours Credit
3	0	3

A study of the fundamental concepts and operational principles of data processing systems. They are represented as an aid in developing a basic knowledge of computers as a prerequisite to the detailed study of a particular system. This course also provides a general knowledge of computing systems and is a prerequisite of all programming courses. Prerequisite: MAT 110 and MAT 113.

MARINE DIESEL MECHANICS**DSL 1101—Internal Combustion Engines**

Theory	Lab	Quarter Hours Credit
5	14	10

Development of a thorough knowledge and ability in using, maintaining, and storing the various hand tools and measuring devices needed in engine repair work. Study of the construction and operation of components of internal combustion engines. Testing of engine performance; exhaust systems; cooling systems; proper lubrication; and methods of testing, diagnosing, and repairing. Prerequisite: None.

DSL 1102—Engine Electrical and Fuel Systems**9 11 13**

A thorough study of fuel pumps, carburetors, and fuel injection systems. Characteristics of fuel, types of fuel systems, special tools, and testing equipment for the fuel system for marine engines. Prerequisite: DSL 1101, ENG 1102, MAT 1101.

DSL 1120—Marine Engine Basic Welding Practices**2 3 3**

Welding demonstrations by instructor and practices by students on copper weld, soft soldering, silver soldering, brazing tubing fittings, and special problems in low temperature operations designed to improve the student's ability in marine engine welding and assembling. Prerequisite: None.

DSL 1121—Basic Hydraulics**2 3 3**

Theory and application of hydraulics systems. A study of pumps, lines, and valves used with equipment for marine and automotive applications. Prerequisite: None.

DSL 1127—Marine Engine Servicing**4 9 17**

A thorough familiarization with the various types of marine gasoline and diesel engine construction and the comparison of system designs. Emphasis is on the engine servicing: trouble shooting, disassembly, cleaning, and inspection of parts, procuring replacement parts, installing new parts, reassembly, checking, and adjusting under operating conditions. Job sheets and various reports to be completed by the mechanic. Prerequisite: DSL 1102.

DSL 1128—Marine Power Train System**3 4 4**

Power train systems, hydraulic and mechanical clutches, reduction gears, thrust, bear-

ing assembly, coupling, propeller shaft, and bearings, stuffing boxes, and stern bearings. Engine installation, alignment, and security. Prerequisite: DSL 1102.

DSL 1129—Marine Auxiliary Equipment 4 9 7

A comprehensive study of marine auxiliary equipment, such as pumps, compressors, generators, electric steering apparatus, anchor windlass, rigging, and booms. Laboratory and ship practices in the repair and operation of this equipment, and in preventative maintenance. Prerequisite: DSL 1102.

DSL 1131—Marine Propulsion System Servicing 3 9 6

Emphasis is on the procedures necessary in determining the nature of troubles developed in the propulsion system, providing a full range of experiences in testing, adjusting, repairing, and replacing of parts as the mechanic will encounter on the job. Simulated and actual marine mechanics experiences will be provided when possible. Prerequisite: DSL 1127, DSL 1128.

DRAFTING

			Quarter Hours Credit
DFT 1101—Schematics and Diagrams—Tools and Engines	Theory 3	Lab 0	3

Interpretation and reading of the schematics and diagrams. Development of ability to read and interpret blueprints, charts, instruction and service manuals, and wiring diagrams. Information on the basic principles of lines, views, dimensioning procedures, and notes. Prerequisite: None.

DFT 1102—Schematics and Diagrams—Electric and Fuel	2	3	3
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Interpretation and reading of schematic prints and diagrams. Making sketches of electrical wiring and fuel systems components for automotive engines and other internal combustion engines. Learning to identify the various components of the systems by sketching and labeling parts. Practice in tracing wiring systems and diagnosing trouble by using schematics and diagrams found in the automotive service manuals. Prerequisite: DFT 1101.

DFT 1103—Schematics and Diagrams—Suspension and Braking	2	3	3
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Interpretation and reading of blueprints. Development of ability to read and interpret blueprints, charts, instructions, service manuals, and wiring diagrams. Information on the basic principles of lines, views, dimensioning procedures, and notes. Free hand sketches of parts and equipment is a part of the course. Prerequisite: None.

DFT 1104—Schematics and Diagrams—Power Mechanics	2	0	2
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Interpretation and reading of blueprints. Development of ability to read and interpret blueprints, charts, instruction and service manuals, and wiring diagrams. Information on the basic principles of lines, views, dimensioning procedures, and notes. Free sketches of parts and equipment is a part of the course. Prerequisite: None.

DFT 1109—Electrical Blueprints and Layouts	3	3	4
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Provides a basic working knowledge of how to read and understand electrical plans and circuits. How to draw and make drawings of electrical plans and circuits. Use of electrical symbols in blueprints and wiring diagrams. Planning and estimating electrical requirements from plans. Prerequisite: ELC 1112, ELC 1127, SAF 1103, ELC 1105.

DFT 1110—Blueprint Reading: Building Trades	5	0	5
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Principles and interpreting blueprints and specifications common to the building trades. Development of proficiency in making three-view and pictorial sketches. Prerequisite: None.

DFT 1111—Blueprint Reading I	2	0	2
Principles of interpreting blueprints and trade specifications common to the building trades. Development of proficiency in making three view and pictorial sketches. Prerequisite: None.			
DFT 1112—Drafting I: Plumbing	2	3	3
Review of blueprint reading, instruction in the selection, use and care of basic drafting instruments. Single stroke freehand lettering. Orthographic projection consisting of instruments and freehand sketching. Study of dimensioning and note practice with reference to the American Standard Association practices. Includes methods of reproducing drawings; detail, assembly, layout and pictorial drawings; specifications, parts list and bill of materials. Drawings of piping includes: metal pipe, tubing, plastic pipe, pipe joints, tube joints, pipe fittings, valves, specification of fittings, pipe threads, specification of threads, scale layout (two line drawing) and diagrammatic (single line) drawings. (Diagrammatic methods include orthographic, developed and pictorial.) Standard symbols, dimensioning of a pipe drawing, and pipe hangers and supports. Students work to include various problems of piping layout to scale. (Note—school will furnish drafting equipment). Prerequisite: DFT 1111.			

DFT 1117A—Blueprint Reading	2	0	2
A thorough study of trade drawings in which welding procedures are indicated. Interpretation, use, and application of welding symbols, abbreviations, and specifications. Prerequisite: None.			

DFT 1117B—Blueprint Reading	1	0	1
Continuation of DFT 1117A, with additional lab time for practical application. Prerequisite: DFT 1117A, MAT 1101.			

DFT 1118—Pattern Development and Layout	1	3	2
This course is designed for the student who has the basic knowledge of blueprint reading and sketching. It presents the practical shop or field layout methods used by pipe welders. Layouts are made on templet paper beginning with the simple plan and processing to the most complex lateral connections that are used in industrial piping. The student learns the steps in making rectangular and cylindrical layouts and patterns of offsets and intersections used in commercial jobs. Prerequisite: DFT 1117A, DFT 1117B.			

ECONOMICS

	Theory	Lab	Quarter Hours Credit
ECO 102—Economics I	3	0	3
The fundamental principles of economics including the institutions and practices by which people gain a livelihood. Included is a study of the laws of supply and demand and the principles bearing upon production, exchange, distribution, and consumption both in relation to the individual enterprise and to society at large. Prerequisite: None.			
ECO 104—Economics II	3	0	3
Greater depth in principles of economics, including a penetration into the composition and pricing of national output, distribution of income, international trade and finance, and current economic problems. Prerequisite: ECO 102.			
ECO 105—Consumer Finance	3	0	3
This course is designed to promote an understanding of the consumer's role in relation to the economy, and provide an understanding of the principles of personal financial management. Prerequisite: None.			

ELECTRICAL

	Theory 1	Lab 3	Quarter Hours Credit 2
ELC 1101—Motor Controls and Relays			
The student will cover in class potential relays, number of relays, contact points, resistor, current type relays, and hot wire relays. Prerequisites: ELC 1102, ENG 1101, MAT 1101, SAF 1101, AHR 1121.			
ELC 1102—Basic Electricity	4	0	4
The use and care of test instruments and equipment used in servicing electrical apparatus for air conditioning and refrigeration installations. Electrical principles and procedures for troubleshooting of various electrical devices used in air conditioning, heating, and refrigeration equipment. Included will be transformers, various types of motors and starting devices, switches, electrical heating devices, and wiring. Prerequisite: None.			
ELC 1105—Shop Science	3	3	4
Principles of measurement and a study of electricity. Subjects such as electron theory, magnetism, electromagnetism and its application, and elements of circuits and their effect on current will be considered. Prerequisite: None.			
ELC 1112—Electrical Theory	3	9	6
A study of the Electron Theory and Magnetism. The relationship between voltage, current, and resistance. Electrical terms and symbols. Basic electrical circuits, series, parallel, and combination. Types of electrical measuring devices and how to apply them in electrical circuits. Electrical systems for lighting and power. (wye and delta) Prerequisite: None.			
ELC 1113—Electric Motors and Controls	8	9	11
Provides instruction and application in the installation of electrical motors and control devices, manual, automatic, remote control stations, relays, dual motor operations. Maintenance and trouble shooting, repair of controllers and control devices. Types of electrical motors, single phase, and three phase. Maintenance and repair of electrical motors. Prerequisite: ELC 1112, ELC 1126, DFT 1109, ELC 1124A, ELC 1124B, ELC 1127, ELC 1125, SAF 1103, ELC 1105.			
ELC 1124A—Residential Installation	4	9	7
Provides instruction and application in the installation of electrical requirements in residential dwellings. Regulations governing the wiring as listed in the National Electrical Code and in the specifications. Load calculation for family-type dwellings. Installation of service equipment and branch circuits in actual building mock-ups. Prerequisite: ELC 1112, MAT 1101, ELC 1127, SAF 1103, ELC 1105.			
ELC 1124B—Residential Installations	3	6	5
Provides instruction and application in the installation of electrical requirements in residential dwellings. Regulations governing the wiring as listed in the National Electrical Code and in the specifications. Load calculations for family-type dwellings. Installation of service equipment and branch circuits in actual building mock-ups. Prerequisite: ELC 1112, ELC 1126, ELC 1127, ELC 1124A, SAF 1103, ELC 1105, DFT 1109.			
ELC 1125—Commercial Installations	4	12	8
Provides instructions and application in the installation of electrical service equipment and branch circuits in commercial type buildings. Requirements for electrical service as set forth by the National Electrical Code. Load calculations. Actual wiring of commercial type installation in buildings. Prerequisite: ELC 1126, ELC 1127, DFT 1109, ELC 1124A, SAF 1103, ELC 1105.			

ELC 1126—National Electrical Code 3 3 4
Introduction to the National Electrical Code. The purpose and interpretations of the Articles of the Code. Prerequisite: ELC 1112, MAT 1101, ELC 1127, ENG 1101, SAF 1103, ELC 1105.

ELC 1127—Electrical Materials and Tools 0 3 1
Provides instruction in the knowledge and use of electrical hardwares and devices. Their use and application in the electrical installations. Types of electrical conductors and cable. Steel electrical raceways. Overcurrent protection devices. General knowledge of electrical tools, care and maintenance of tools and equipment. Prerequisite: ELC 1112.

ELC 1129—Industrial Installations 3 5 5
Provides instructions and application in installation of electrical service in industrial type buildings. Installation of three phase power circuits. National Electrical Code requirements. Prerequisite: ELC 1112, ELC 1126, ELC 1127, DFT 1109, ELC 1124A, ELC 1124B, ELC 1125, SAF 1103, ELC 1105.

ENGLISH

			Quarter Hours Credit
ENG 101—English I	Theory 3	Lab 0	3

Designed to aid the student in the improvement of self-expression in grammar. The approach is functional with emphasis on grammar, diction, sentence structure, punctuation, and spelling. Intended to stimulate students in applying the basic principles of English grammar in their day-to-day situations in industry and social life. Prerequisite: None.

ENG 102—English II	3	0	3
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Designed to aid the student in the improvement of self-expression in business and technical composition. Prerequisite: ENG 101.

ENG 103—English III	3	0	3
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Further work in organization and presentation of ideas in the whole composition. Special study of reports appropriate to the student's curriculum. Continued emphasis of basic grammar and composition skills where necessary. Prerequisite: ENG 102.

ENG 150—College Composition I	3	0	3
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Intensive study of practice in effective expository writing, includes a review of grammar and punctuation. Prerequisite: ADN Student.

ENG 151—College Composition II	3	0	3
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Continuation of the study of composition, emphasizing interpretation and evaluation of expository, narrative, and creative writing. Prerequisite: ENG 150.

ENG 152—College Composition III	3	0	3
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Further study of composition, emphasizing methods of research. Exploration of major fiction types. Prerequisite: ENG 151.

ENG 204—Oral Communication	3	0	3
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A study of basic concepts and principles of oral communications to enable the student to communicate with others. Emphasis is placed on the speaker's attitude, improving diction, voice, and the application of particular techniques of theory to correct speaking habits and to produce effective oral presentation. Particular attention given to conducting meetings, conferences, and interviews. Prerequisite: ENG 101.

ENG 1101—Reading Improvement	3	0	3
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Designed to improve the student's ability to read rapidly and accurately. Special

machines are used for class drill to broaden the span of recognition, to increase eye coordination and word group recognition, and to train for comprehension in larger units. Prerequisite: None.

ENG 1105—Communication Skills for Practical Nurses 3 0 3
Specifically designed to enable the PNE student to achieve maximum competence and confidence in written and verbal communication. Practical application of basic compositional skills and effectiveness in small-group communication are stressed. Prerequisite: None.

HEALTH

HEA 201—First Aid, Health, and Safety Theory 3 Lab 0 Quarter Hours Credit 3
This course is designed to prepare a student for certification by the American Red Cross in first aid. Course will cover those areas pertinent to first aid needs for personnel in the fields of criminal justice-protective service. Prerequisite: None.

HISTORY

HIS 161—U. S. History Theory 5 Lab 0 Quarter Hours Credit 5
A survey of the history of the United States following the Civil War. Emphasis on economic development and rise of the United States as a world power. Prerequisite: None, ADN Student.

MASONRY

MAS 1101—General Masonry Theory 2 Lab 9 Quarter Hours Credit 5
The history of the bricklaying and the masonry industry, raw materials, basic manufacturing processes, and terminology. Clay and shell brick, mortar, laying foundations, cutting masonry materials, bonding, and the use, care, and maintenance of tools. Practice is given in selecting the proper mortars, layout, and construction of various building elements. Prerequisite: None.

MATHEMATICS

MAT 101—Technical Mathematics Theory 5 Lab 0 Quarter Hours Credit 5
The math principles presented are designed to meet the needs of the criminal justice-protective service professional. Topics studied are formulas, logarithms, right triangle trigonometry, graphing, and statistics in relation to applications for VASCAR, breathalyzer, radar, and other such devices. Prerequisite: None.

MAT 110—General Math 3 0 3
A general review of fundamental mathematics including mathematical operations on fractions and decimals with applications in percentage problems. Students may be exempted from this course and receive credit for it by passing a proficiency test. Prerequisite: None.

MAT 113—Business Math 3 0 3
This course applies fundamentals learned in MAT 110 to payrolls, inventories, price marking, interest and discounts, commissions, taxes, and other business-related problems. Prerequisite: MAT 110.

MAT 1101—Fundamentals of Math

5 0 5

Practical number theory. Analysis of basic operations: addition, subtraction, multiplication and division, fractions, decimals, power and roots, percentages, ratio and proportion. Plane and solid geometric figures used in industry; measurement of surfaces and volumes. Introduction to algebra used in trades. Practice in depth. Prerequisite: None.

MECHANICS**MEC 1112—Machine Shop Processes**

Theory	Lab	Quarter Hours Credit
1	3	2

To acquaint the student with the procedures of layout and the correct use of hand and machine tools. Experiences in the basic fundamentals of drill press and lathe operation; hand grinding of drill bits and lathe tools; set-up work applied to the trade. Prerequisite: None.

MEDICAL RELATED COURSES**MED 150—Pharmacology**

Theory	Lab	Quarter Hours Credit
3	0	3

The course will provide the student with a comprehensive knowledge of medications used in Respiratory Therapy. Emphasis will be placed on the techniques to be observed that will assure safe administration of all therapeutic drugs. Prerequisite: None.

MED 1105—Examination Room Procedures

3 6 5

This course is designed to teach the skills needed by the medical office assistant in assisting the doctor in the examination room. The course of study includes proper physical and psychological preparation of the patient for the physician's examination and proper care of the supplies and equipment used. Prerequisite: MOA Student.

MED 1106—Laboratory Procedures

2 6 4

This course is a study of the basic knowledge needed to become familiar with the laboratory tests most commonly performed in the doctor's office. Emphasis is placed on patient preparation for diagnostic procedures. The ability to obtain and collect specimens and carry out routine laboratory examinations such as urinalysis and blood count is developed. Prerequisite: MED 1105.

MEDICAL OFFICE ASSISTANT**MOA 103—Orientation to Medical Office Assisting**

Theory	Lab	Quarter Hours Credit
3	0	3

Designed to help the student in understanding the role of the medical office assistant. Emphasis is placed on the development of appreciations and attitudes in the establishment of realistic goals in personal and occupational development. Understanding and recognizing the importance of physical, intellectual, social, and emotional dimensions of personality. Ethics and grooming are stressed. Prerequisite: None.

MOA 201—MOA Administrative Procedures

2 4 4

A study of the administrative duties of the medical assistant. Includes the scheduling of appointments, telephone techniques, handling of mail, travel arrangements, office machines, transcription of medical histories, filing systems, office management, and insurance forms and their preparation. Prerequisite: BUS 102, BUS 103, BUS 141, BUS 142.

MOA 202—Clinical Education

4 24 12

This course deals with clinical experience in medical office assisting. The student is assigned to specific areas in which they must achieve certain competency levels in management, examination room procedures, and laboratory procedures. This is a class/lab experience with the emphasis on student individual performance. Prerequisite: MOA Student.

MOA 203—Medical Office Assisting Seminar

4 0 4

A study of the personal and occupational responsibilities for a practitioner in the field of medical office. Discussion of problems encountered during experience in the medical office practicum are the primary focus. Prerequisite: MOA Student.

NURSING

			Quarter Hours Credit
Theory	Lab		

NUA 1102 Nurses' Assistant

8 2 8

A basic course to introduce the student to the role and function of the Nurses' Assistant. Emphasis is placed on effective basic nursing care and procedures. It also incorporates basic knowledge of anatomy and physiology. Prerequisite: Admission to Nurses' Assistant Program.

NUA 1103—Nurses' Assistant

8 12 12

A continuation of NUA 1102 in the classroom. Clinical learning experiences in the affiliating hospital will enable the student to provide basic nursing care to select patients. This will enable the student to apply the skills and principles as taught in the classroom. Prerequisite: NUA 1102.

NUR 100—Introduction to Nursing

4 0 4

An overview of nursing practice encompassing the role of the nurse with legal and ethical aspects of nursing defined. Normal growth and development is presented as a background for identifying needs and planning care. Satisfactory completion of the basic mathematics for nurses component is required. Prerequisite: Satisfactory placement score or MAT 099. Corequisite: NUR 101.

NUR (ADN) 101—Nursing I

5 3 6

Designed to provide the student with the specific aspects and techniques essential to the performance of basic nursing skills. Emphasis is placed upon meeting patient needs and the delivery of comprehensive nursing care. Prerequisite: None. Corequisite: BIO 150.

NUR (RTH) 101—Nursing Arts

3 0 3

Classroom activities are planned to assist students in development of knowledge, understanding, appreciation, and attitudes basic to effective nursing of patients of all ages and backgrounds with nursing needs arising both from the individuality of the patient and from inability for selfcare as a result of a health deviation. The student is encouraged to develop beginning skills in analysis of patient needs, both through classroom study of hypothetical patient situations and through planned patient experience in the clinical environment. Beginning skills in nursing methods are developed through planned laboratory experiences, followed by related practice in actual patient care. Prerequisite: None.

NUR 102—Nursing II

3 12 7

One in a series of courses emphasizing the nursing care of patients with medical-surgical illnesses. Focus is on care of individuals with conditions of the skin, musculoskeletal system, alimentary canal, liver, biliary tract, and pancreas. Clinical experience is included. Prerequisites: NUR 101, BIO 150; Corequisites: BIO 151, CHM 150.

NUR 103—Nursing III

3 14 8

A continuation of the study and clinical practice of NUR 102. Problems of respiratory,

cardiac, and renal systems including fluid and electrolyte imbalance are considered. Special emphasis is on general medical-surgical intervention. Nutrition and pharmacology aspects are also integrated. Prerequisite: NUR 102; Corequisites: NUR 120.

NUR 104—Nursing IV

3 12 7

A continuation of NUR 103 with increasing clinical expectations regarding the emotional stresses of body imbalance, the anatomy and physiology of the body change with illness. Includes introduction to problems of the nervous system, endocrine imbalance, and disorders of selected senses. Clinical practice, nutrition, and pharmacology are integrated into the course. Prerequisite: NUR 103.

NUR 110—Nutrition

2 0 2

A foundation course in the study of nutrition and designed to provide the student with prerequisite knowledge for applying principles underlying diet modification. Prerequisite: CHM 150, BCH 250.

NUR 120—Pharmacology

3 0 3

A survey course providing a foundation and serving as a guide to increase the understanding of drugs and drug therapy. Course content is concurrent with teaching principles of administering medications orally, hypodermically, and intramuscularly. Prerequisites: NUR 101, NUR 102, CHM 150. Corequisite: BCH 250.

NUR 200—Nursing Team Leadership

3 0 3

Designed to orient the student to the dynamics of leadership and teamwork roles of the nursing staff. An overview of the roles of nurse leaders encompassing the history of nursing is included. Students will carefully plan and guide clinical learning experiences in Nursing 207 to enhance insight into leadership and teamwork roles. The nursing audit and professional adjustments are also discussed. Prerequisite: NUR 205.

NUR 205—Nursing V

6 15 11

A study of the broad concepts and principles of nursing care common to the normal and abnormal conditions related to the child-bearing cycle and the newborn. Family unit recognition is emphasized as the course progresses to care of the more seriously ill child. Nutrition and pharmacology are integrated in course content and clinical experience. Prerequisite: NUR 103. Corequisite: SOC 155, PSY 250.

NUR 206—Nursing VI

4 15 9

Psychiatric-mental health nursing is a program offering the student opportunities to study, gain knowledge of and apply basic psychiatric concepts of mental health and mental illness to the nursing care of patients. Study at a designated psychiatric facility is required. Community facilities are utilized and emphasized in relation to the prevention, treatment, and rehabilitation of the mentally ill. Prerequisite: NUR 205.

NUR 207—Nursing VII

6 24 14

Continuation of the same problem areas that began in 101 with incorporation of more serious aspects of nursing care as in intensive care and emergency problems of illness. Emphasis is placed on self-direction of the student, quality nursing care, and, in the clinical area, team leadership. Prerequisite: NUR 206.

NUR 1005—Advanced Pharmacology

5 6 8

Designed as a post graduate course to broaden understanding and skills for safe administration of drugs. Provides a systems review including anatomy, physiology, and pathology. Emphasis is placed on mathematic principles for safe preparation of drug therapy. Drug classifications, actions, and specific prototypes are included for an in depth review. Laboratory practice provided as required for administration of drugs. Prerequisite: Graduate from a State Board Accredited School of Practical/Vocational or Professional Nursing.

NUR 1011—Anatomy and Physiology

7 0 7

A course designed to introduce the student to the basic health sciences. It is a study of the anatomical structure and physiological function of the body organ systems. Emphasis is placed on viewing the body as an integrated whole. Prerequisite: PNE Student.

NUR 1012—Nurses' Math

2 0 2

This course is designed to provide the student with a review of fundamental mathematics needed to recognize, interpret, and apply nomenclature specific to the administration of medications. Emphasis is placed on effectively calculating drug dosage for children and adults in the patient setting.

NUR 1013—Fundamentals of Nursing

10 8 14

A basic course designed to introduce the student to the role and functions of the practical nurse. Emphasis is on meeting the needs common to all individuals requiring health care. Students learn basic nursing concepts including performance, observation, assessment, and communication skills necessary for therapeutic patient care. Supervised laboratory sessions provide opportunities to practice learned skills. Prerequisite: PNE Student.

NUR 1021—Medical-Surgical Nursing I

8 0 8

Introduction to medical-surgical nursing care including diagnostic and therapeutic procedures. Includes the development of skills and techniques which relate to nursing intervention and management of the patient with long term illness, malignancies, and patients requiring preoperative and postoperative surgical care. Prerequisite: All First Quarter Courses.

NUR 1022—Pediatrics I

2 0 2

This course is designed to study normal patterns of growth and development and preventive pediatrics for the infant, child, and adolescent. Study is centered on meeting daily needs of pediatric patients, the family centered care, and the effects of hospitalization at each age. This course also includes nursing responsibilities in the administration of medications to pediatric patients. Prerequisite: All First Quarter Courses.

NUR 1023—Obstetrics I

2 0 2

This course is designed to study the uncomplicated pregnancy during prenatal, natal, and postnatal periods. Needs of the fetus, the obstetrical patient, the family and the newborn are considered. Emphasis is placed on current therapeutic measures and nursing functions in relation to meeting patient needs and preventive health care. Prerequisite: All First Quarter Courses.

NUR 1024—Clinical Practice I

0 19 6

This course is designed for objective centered clinical learning experiences in the affiliating hospitals, which will enable the student to provide basic nursing care to select medical-surgical patients. This will enable the student to apply skills and principles as taught in the classroom. Prerequisite: All First Quarter Courses.

NUR 1025—Nutrition

2 0 2

Designed to present to the student the basic principles of nutrition, functions and sources of nutrients, the mechanism of digestion, the absorption and metabolism of foods. Nutritional requirements for all age groups plus introduction to therapeutic diets are considered. Prerequisite: All First Quarter Courses.

NUR 1031—Medical-Surgical Nursing II

6 0 6

This course is a continuation of NUR 1021 and begins a systems approach to medical-surgical disorders. Disorders of the musculoskeletal, circulatory, and respiratory systems are studied with emphasis on pathophysiology, symptoms, medical and surgical intervention including diet and pharmacological therapy. Prerequisite: All Second Quarter Courses.

NUR 1032—Pediatrics II

2 0 2

This course is a continuation of NUR 1022 and begins a systems approach to pediatric nursing which correlated with subject material presented in NUR 1021 and NUR 1031. Family centered nursing care concepts focus upon disorders and injury to the integumentary, musculoskeletal, circulatory, and respiratory systems. Prerequisite: All Second Quarter Courses.

NUR 1034—Clinical Practice II

0 24 8

A. Medical-Surgical

Learning experiences in the affiliating agencies are planned for further development of nursing skills and nursing intervention in meeting the health needs of medical-surgical patients with musculoskeletal, respiratory, and circulatory disorders. Under supervision, opportunities are provided for the student to begin developing the basic skills for drug administration.

B. Obstetrical

Beginning obstetrical clinical experiences in prenatal clinic, labor and delivery suites, postpartum ward and newborn nursing. Emphasis is on application of previously learned theory and nursing skills in meeting patients needs and preventive health care measures.

Prerequisite: All Second Quarter Courses.

NUR 1035—Pharmacology

2 0 2

The student will be introduced to the beginning skills necessary for safe and effective administration of medications within the legal role of the practical nurse. The course includes study of mathematical computations as they relate to calculation of dosages as well as drug entities and their therapeutic dosages. Satisfactory laboratory practice in administrative techniques of medications is required prior to clinical administration of drugs. Prerequisite: All Second Quarter Courses.

NUR 1041—Medical-Surgical Nursing III

8 0 8

A continuation of the NUR 1031 and continues the systems approach to medical-surgical disorders. Disorders of the genitourinary system, nervous system, gastrointestinal system, and endocrine system are studied. Emphasis is on pathophysiology, symptoms, medical and/or surgical intervention and related goal directed nursing care. Prerequisite: All Third Quarter Courses.

NUR 1042—Pediatrics III

2 0 2

A continuation of NUR 1032 which completes the systems approach to pediatric nursing. Selected pediatric disorders involving genitourinary, nervous, gastrointestinal, and endocrine organ systems are studied. Prerequisite: All Third Quarter Courses.

NUR 1042—Clinical Practice III

0 24 8

A. Medical-Surgical

A continuation of select nursing experiences in the affiliating agency, which provides the student with the opportunity for further development of nursing skills and nursing intervention for medical-surgical patients with genitourinary, nervous, gastrointestinal, and endocrine disorders. Continued opportunities are provided for drug administration, with emphasis placed on the role of the practical nurse as a member of the health care team.

B. Obstetrics—Same as NUR 1034.

C. Pediatrics

Evening clinical rotation on a pediatric division of an affiliating agency. Objective centered on clinical learning experiences correlating with classroom material are planned on selected pediatric patients.

Prerequisite: All Third Quarter Courses

NUR 1044—Practical Nursing

2 0 2

Designed to introduce the student to the care of patients with complex nursing needs

and to the assisting role of the practical nurse in situation requiring judgments based on depth of knowledge. Included in content is a basic principle in the care of patients with mental illness and disaster nursing. Vocational aspects for the practical nurse are included. Clinical practice will be correlated with classroom studies. Prerequisite: All Third Quarter Courses.

OUTBOARD MOTOR REPAIR

	Theory	Lab	Quarter Hours Credit
OMR 1101—Internal Combustion Engine	1	6	3
The major emphasis of this course includes a study of the principles of engine construction and the operation of components of internal combustion engines. Attention is also given to the development of a thorough knowledge and ability in using, maintaining, and storing the various hand tools and measuring devices needed in engine repair work. Prerequisite: None.			
OMR 1102—Carburetor and Ignition	1	6	3
This course is designed to familiarize the student with basic electronics as applied to the ignition system. C.D. and Magflash ignition, fundamentals of petroleum chemistry (gasoline and oil), combustion, and vaporization to achieve combustion are major areas of study. Also, included will be a review of the development of the modern carburetor, from the simple mixing valve to float feed and multi-set carburetor, along with a study of bleeding orifices currently in use. Prerequisite: OMR 1101.			
OMR 1103—Engine Design	1	6	3
A study of the complete engine powerhead (cylinder block, crankshaft, main bearings, pistons, and connecting rod assembly). Instruction will cover the two-stroke cycle principles of engine operation, by means ports (3 port type), and the type engine with the valve in the center journal of the crankshaft (2 port rotary type operation). Attention is also given to the construction of single and multi-cylinder engines, with specific instruction as to the repair and operation principles of the following engine parts: cylinder block, cylinder head, pistons, piston rings, connecting rods, crankshaft, bearings, bore, stroke, and piston displacement. Prerequisite: OMR 1102.			
OMR 1104—Lower Unit Construction	1	6	3
A thorough study of the gearcase and exhaust stock group (manual shift, electric hydraulic shift, and electric matic shift). Gearcase construction will also be studied and will involve the following areas: gear train, forward only, forward and neutral only, forward, neutral and reverse, gear ratio, bearings, friction, non-friction, oil seals, pumps, electric coils, springs, and types of lubricants used. Prerequisite: OMR 1103.			
OMR 1105—Engine Cooling System and Exhaust Construction	1	6	3
Instruction covers pressure vacuum, pump plunger, pump-roter, and pump variable-volume. Factors interfacing with water pump performance will be included and involve: diagnosis and corrective measures. Over-all repair and maintenance procedures will require the student to disassemble, assemble, and/or rebuild an engine. Prerequisite: OMR 1104.			
OMR 1106—Outboard Installation and Construction	1	6	3
A study of the basic design of outboard installation and construction. Instruction will cover construction factors such as the type of boat, shape of hull, characteristics and behaviors, size and weight, load to be carried and where operated, performance expected, propeller best suited, attachment of the motor to the stern of the boat, stern height, stern angle, stern interference, performance of the propeller, single and dual motor installation, and remote controls (speed, shift, and steering). Prerequisite: OMR 1105.			

OMR 1107—Electric Starters, Generators, and Alternators	1	6	3
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A study of the principles of the electric motor, outboard motor application and wiring, and control set-up. Primary emphasis will involve the principles of generator and alternator operation, voltage and current limiting controls, and outboard motor application. Storage batteries will be studied and will include the following: theory of batteries, factors affecting starting performance, diagnosis, corrective measures, and overall maintenance. Prerequisite: OMR 1106.

OMR 1108—Outdrives and Electric Tilt	1	6	3
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A study of the theory of outdrives and electric tilts. Emphasis will be upon installation of boat wiring for the electric shift on the outdrive and the electric tilt steering unit in the outdrive. Prerequisite: OMR 1107.

PHYSICS	Theory	Lab	Quarter Hours Credit
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PHY 101—Concepts in Physics	3	0	3
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Nonmathematical introduction to problems and concepts of physics. The major areas covered are mathematics, properties of mathematics, heat, sound, light, electricity, and atomic theory. Emphasis will be on the association of physical principles of everyday phenomenon. Prerequisite: None.

PLUMBING	Theory	Lab	Quarter Hours Credit
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PLU 1112—Plumbing Fixtures and Installations	3	3	4
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The differences in materials and styles of lavatories, bathtubs, and sinks, and the many ways that these fixtures can be installed form the basis of this course. Includes the proper use of traps. Actual student practice by making installations. Prerequisite: PLU 1116, DFT 1111, PLU 1121, PLU 1130, PLU 1123, PLU 1131, PLU 1132.

PLU 1115—Plumbing	2	3	3
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The students are introduced to the tools, fittings, and equipment used by plumbers. They spend considerable time learning to handle these materials and tools correctly by: cutting pipe, threading, caulking, and sweating joints of the various kinds of pipe and tubing. Plumbing installations are made to provide practical applications. Heating devices, the storage and circulation of hot water will be studied. The student will receive practice in the installation of various plumbing fixtures and the proper use of traps. Field trips should be taken to study various types of installation. Prerequisite: Light Construction Trade Students.

PLU 1116—Plumbing Pipework and Domestic Water Systems	4	15	9
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Introduces students to the tools, fittings, and small equipment used by plumbers. Performance of operations such as threading, cutting, caulking, and sweating. Use of these procedures as the student learns to plan and install a complete domestic water system including hot and cold water distribution, heating devices, and the storage of hot water, and private and public sewage and drainage systems including their ventilation. Prerequisite: None.

PLU 1120—Plumbing Maintenance and Trouble Shooting	5	9	8
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Major emphasis on plumbing maintenance and the problems which the students pursuing the plumber's trade must encounter. Study of regulatory codes, standards and procedures of coal and electrical heating, smoke and nuisance controls and installations. Good practices governing the complex field of space heating with emphasis on furnaces, boilers, heaters, ducts, radiation, safety, and control of air pollution. Course

designed to aid in the prevention of fires, explosions, asphyxiations, and wasteful use of materials by employment of good maintenance. Prerequisite: DFT 1111, PLU 1116, PLU 1121, PLU 1123, PLU 1125, PLU 1126, PLU 1130, PLU 1131, PLU 1132.

PLU 1121—Gas Welding for Plumbers 2 3 3

Application of gas welding, cutting, and various forms of soft soldering, silver soldering, and brazing as related to plumbing. Prerequisite: None.

PLU 1123—Hot Water Domestic Systems 3 3 4

Study of the piping and accessory equipment needed to transfer hot water to radiators, heaters and coils, and the advantages and disadvantages of each of these units, including apparatus for radiant heating and panel heating. Methods of "sizing" equipment for various installations. Practical application in installing this equipment. Prerequisite: DFT 1111, PLU 1116, PLU 1121, PLU 1125, PLU 1126, PLU 1130.

PLU 1125—Industrial Piping 2 5 4

Major emphasis upon piping systems of boilers, turbines, and steam engines especially as they are used in the chemical industry. Prerequisite: PLU 1116.

PLU 1126—Hydraulic Systems Plumbing 2 3 3

Plumbing applications in hydraulic systems. Study of hydraulic principles, circuits, control valves, actuators, pumps, fluids, and various accessories that complete hydraulic systems. Installation and servicing methods of these systems. Prerequisite: MAT 1101, DFT 1111, PLU 1116, SAF 1108.

PLU 1130—Plumbing Layouts and Codes I 3 5 5

Sketching diagrams and schematics and interpretation of blueprints applicable to the plumbing trades. Detailed study of piping symbols, schematics, diagrams and notes. Use of applicable building and plumbing codes. Prerequisite: ENG 1101, PLU 1116.

PLU 1131—Plumbing Layouts and Codes II 4 6 6

Recommended rules for sizing the water supply system; explanatory notes on combination waste and vent systems; manufacturers' specifications, recommendations and instructions for the installation of house or building sewers; plumbing installation standards for mobile homes, travel trailers, and parks. Prerequisite: PLU 1130.

PLU 1132—Residential Plumbing 3 6 5

Roughing-in for water supply; fixtures and fixture traps; soil waste and vent pipes; house drain and sewer. Emphasis and building code pertaining to proper placement of materials so as not to weaken structure. Prerequisite: PLU 1116, PLU 1121, PLU 1126, PLU 1130.

POLITICAL SCIENCE

POL 103—United States Government 5 0 5

English and colonial background, the articles of confederation, and the framing of the federal constitution. The nature of the federal union, state rights, federal powers, political parties. The general organization and functioning of the national government. Prerequisite: None.

POL 104—State and Local Government 3 0 3

A study of state and local government, state-federal interrelationships, the functions and prerogatives of the branches. Problems of administration, legal procedures, law enforcement, police power, taxation, revenues, and appropriations. Special attention will be given to North Carolina. Prerequisite: None.

		Quarter Hours Credit
Theory	Lab	

PSYCHOLOGY

	Theory	Lab	Quarter Hours Credit
PSY 101—Introduction to Psychology	3	0	3
An introduction to the study of the fundamental principles of behavior personality, motivation, perception, and learning. Prerequisite: ADN Student.			
PSY 103—Adolescent Psychology	3	0	3
A study of the nature and source of the problems of adolescents in western culture; physical, emotional, social, intellectual, and personality development of adolescents. Prerequisite: PSY 202.			
PSY 112—Personal Development	3	0	3
A study of the psychological approach to understanding human behavior designed to help the student recognize the importance of the physical, intellectual, social, and emotional dimensions of personality. Attention is given to applications of these topics to problems of study, self-understanding, and adjustments to the demands of society. Prerequisite: None.			
PSY 202—Psychology	3	0	3
Designed to introduce the underlying principles of behavior to beginning students; to acquaint the student with the basic fields of psychology, their related concepts, and important people in the field. Prerequisite: None.			
PSY 280—Psychology of Adjustment	5	0	5
The study of the influence and dynamics of adjustment which affect a person's self concepts, motivation, social adjustment, and total mental health, concerning itself mainly with the prevention of mental illness. An introduction to group dynamics completes the course. Prerequisite: ADN Student only.			
PSY 213—Child Psychology	3	0	3
This course presents facts and concepts of growth and development which the student should know in order to understand the needs of children in different age groups. The student is introduced to the characteristics, patterns, factors, and types of growth and development. Prerequisite: PSY 202.			
PSY 215—Abnormal Psychology	3	0	3
This is a survey course covering the major forms abnormal behavior of children and adults. Emphasis is placed on understanding the cause, treatment, and prevention of those disorders. Prognosis for these forms of abnormal behavior is also discussed. Prerequisite: PSY 202, PSY 103, PSY 213.			

RADIOLOGIC TECHNOLOGY

	Theory	Lab	Quarter Hours Credit
RDT 101—Radiologic Science I	4	3	5
This course deals with radiographic processing, including radiographic darkrooms, manual and automatic processing, radiographic film, film storage and handling, and silver recovery. An introduction to radiologic physics is also included. Prerequisite: X-ray Student.			
RDT 102—Radiographic Science II	4	3	5
The second Radiologic Science course covers the principles of radiographic exposure. Included are factors of exposure, factors influencing exposure, methods of altering the X-ray beam, and the establishment and use of technique charts. Prerequisite: Second quarter X-ray student.			

RDT 103—Radiologic Science III**3 2 4**

This course covers the anatomy and positioning of the skull, sella turcica, petrous pyramids, sinuses, facial bones, nasal bones, zygomatic arches, and mastoids. Prerequisite: Third quarter X-ray student.

RDT 104—Anatomy and Physiology**4 3 5**

This course covers the anatomy and physiology of the body as a whole, and all of its systems including the respiratory, digestive, urinary, endocrine, nervous, muscular, reproductive and circulatory. Prerequisite: Third Quarter X-ray student.

RDT 105—Introduction to Radiologic Technology**3 0 3**

This course introduces the student to the profession. Included are explanations of Radiologic Technology programs as a whole, radiology and its relationship to medicine and health care, radiology department organization, and professional information. Both medical ethics and medical terminology are also covered. Prerequisite: X-ray Student.

RDT 106—Seminar**4 3 5**

This course covers the types, uses of, and reactions to contrast medias, as well as radiographic procedures utilizing these media such as studies of the gastrointestinal and urinary tracts. Also included are C.P.R. and special radiographic positions. Prerequisite: Fourth Quarter Student.

RDT 107—Radiographic Anatomy and Positioning I**4 4 5**

This course includes an introduction to radiographic positioning as the anatomy and positioning of the chest, abdomen, upper extremity, foot, and ankle. Prerequisite: X-ray Student.

RDT 108—Radiographic Anatomy and Positioning II**4 3 5**

This course covers the anatomy and positioning of the rest of the lower extremity, pelvis, spine, skull, facial bones, petrosa, ribs and sternum. Prerequisite: Second quarter X-ray Student.

RDT 109—Radiologic Physics**3 2 4**

This course covers concepts of radiation, the atomic, electromagnetic radiation, electricity and magnetism, the X-ray machine, X-ray production, interactions, emissions, beam restrictors, and radiographic quality. Prerequisite: Second quarter X-ray student.

RDT 111—Clinical Education**0 18 6**

The clinical experience this quarter serves as an introduction to the hospital and radiology department. Included are hospital and department layouts, organization, X-ray records and filing systems, darkroom procedures, X-ray apparatus, technologist-patients relationships, and radiographic positioning. Regular film critiques are conducted. Prerequisite: X-ray Student.

RDT 112—Clinical Education**0 18 6**

The clinical experience this quarter concentrates on radiographic positioning, the student technologist's ability to communicate, the development of technique charts, applications of the principles of exposure, and a continuation of the film critiques begun in the first quarter. Prerequisite: Second quarter X-ray student.

RDT 113—Clinical Education**0 18 6**

The third quarter of clinical experience emphasizes patient handling techniques, film critiques, and positioning of the parts covered in RDT 103. Prerequisite: Third quarter X-ray student.

RDT 114—Clinical Education**0 33 11**

The study this quarter includes the continuation of film critiques, and the performance of those procedures studied in RDT 106, as well as the precautions and uses of contrast media. Prerequisite: Fourth quarter X-ray student.

RDT 204—Radiologic Science IV

4 3 5

As a continuation of the radiologic science series, this course deals with radiation protection for patients and personnel, radiobiology, pediatric radiography, and radiographic equipment maintenance. Prerequisite: Fifth quarter X-ray student.

RDT 206—Radiologic Science VI

4 0 4

This course deals with other branches of radiology, including Nuclear Medicine and Radiation Therapy. Prerequisite: Seventh Quarter X-ray student.

RDT 207—Advanced Radiologic Procedures

3 0 3

This course deals with principles of Pediatric Radiography, Equipment Maintenance, Radiology Management, and advanced applications of Radiologic Physics.

RDT 208—Radiographic Pathology

3 0 3

This course covers from inception to end the diseases that radiologic technologists are confronted with, as well as appropriate technical adjustments. Prerequisite: Sixth quarter X-ray student.

RDT 215—Clinical Education

0 26 8

The clinical experience this quarter stresses equipment maintenance procedures, radiographic procedure proficiency, evaluations with emphasis on methods of reducing radiation exposure to patients and personnel, and a continuation of film critiques.

RDT 216—Clinical Education

0 26 8

This quarter the clinical experience incorporates a rotation with a radiologist for radiographic appearance of diseases. Film critiques are continued. Prerequisite: Sixth quarter X-ray student.

RDT 217—Clinical Education

0 26 8

Other than regular diagnostic rotations, this quarter rotations are begun, through student special radiographic areas including Special Procedures, Nuclear Medicine, Radiation Therapy, Ultrasound, and computerized tomography. Film critiques are continued. Prerequisite: Seventh quarter X-ray student.

RDT 218—Clinical Education

0 34 11

The emphasis this quarter is placed on individual competency and proficiency in all radiographic procedures, as well as continuing the special rotations begun in RDT 217. Prerequisite: Eighth quarter X-ray student.

RDT 219—Seminar

3 3 4

This seminar offers a comprehensive review of all major subject areas covered during the previous seven quarters, in preparation for the National Registry exam. Prerequisite: Eighth quarter X-ray student.

RECREATION

		Quarter Hours Credit
Theory	Lab	

REC 101—Introduction to Recreation Services

3 0 3

This course emphasizes the historical and philosophical foundations of recreation and leisure. The basic principles, the definition, and the impact and trends of recreation are presented. Emphasis is also placed on the different agencies which provide recreation services with visitations being scheduled to public, private, industrial, and institutional recreation programs whenever possible. Prerequisite: None.

REC 102—Program Planning in Recreation

3 0 3

This course will explore the principles of planning and organizing an effective recreation program. Techniques of observation, goal setting, and evaluation will be discussed.

Consideration will be given to various aspects of program planning with special attention being focused on the types of programs offered to the handicapped participant. Prerequisite: REC 101, REC 111.

REC 111—Introduction to Therapeutic Recreation Service 3 0 3

This course is designed to introduce the student to the exceptional or abnormal person. It is the purpose of this course to develop a general knowledge of the different handicapped conditions, their causes, and the limitations caused by the disability. To aid the students' understanding, scheduled trips to institutions for the retarded, mentally ill, deaf, and physically handicapped will be an integral part of this course. Prerequisite: None.

REC 112—Medical Terminology and Basic Anatomy 3 2 4

This course is designed to develop a slightly better than layman understanding of human anatomy and physiology. Terminology commonly used in the medical setting will be presented. The different systems of the body will be studied in connection with terminology. Medical terminology will be used throughout this study of body parts and systems as an additional emphasis on the medical orientation of the student. Prerequisite: None.

REC 113—First Aid Safety 2 2 3

It is important for the recreation leader to have an understanding of first aid and safety procedures, especially when handicapped persons are involved. This course presents the skills, techniques, and knowledge needed to have a safe environment. Adequate class time will be reserved for practical demonstrations for first aid and safety. When possible a Red Cross instructor will teach and issue certification for the Adults Standard First Aid Course. Prerequisite: None.

REC 114—Adaptive Physical Education 3 3 4

This course is the study of modifications and adaptations used in recreation and physical education activities for handicapped persons. Discussions and demonstrations of techniques and equipment used in adapting various sports, games, and other activities to fit the limitations of the handicapped will be incorporated into this course. Students will have the opportunity to observe adaptations for the mentally ill, the retarded, blind, the elderly, physically handicapped, and other special groups. Prerequisite: REC 111, REC 112.

REC 115—Recreation and the Treatment Team 1 2 2

This course is designed to aid the students' understanding of the professional workers composing a treatment team and their relationships to each other. The majority of the instruction time will be centered around guest speakers from the different professions to be represented, including medicine, social work, psychology, physical therapy, occupational therapy, education rehabilitation services, recreation therapy, and others. Prerequisite: REC 101, REC 111.

REC 116—Introduction to Paraprofessional Counseling 3 0 3

This course is designed to prepare the students with counseling skills and techniques to enable them to counsel persons with institutional problems, to be able to recognize those problems which are more serious, to know how to refer clients, and to whom. This is a participation class which involves group discussion, role playing, and sensitivity training. Prerequisite: REC 111, PSY 202.

REC 121—Recreation Arts and Crafts 1 4 3

This skill course is designed to develop specific talents in recreational arts and crafts. The methods, materials, and techniques for teaching arts and crafts to children, adolescents, and adults will be presented with special emphasis on projects for the handicapped. A variety of skill areas will be taught. However, major emphasis will be on creative crafts. Prerequisite: None.

REC 122—Water Related Sports and Activities	2	4	4
This course is intended to develop an understanding of the values, objectives, and skills involved in a swimming and water sports program. Particular attention will be given to swimming and water activities for the handicapped. The organizational and administrative aspects of a swimming program, teaching progressions and methods, and water games will be included. The student will be given an opportunity to receive a Red Cross Senior Life Saving Certificate. Prerequisite: None.			
REC 123—Recreational Music	1	4	3
The purpose of the course is to develop an understanding of the value and use of music in a recreation program. The course will contain a broad overview of the history and development of music, different instruments, and different styles. Another area of emphasis will be on music therapy, its principles and techniques. The instruments, aids, and materials used will be given special attention. Practice sessions and demonstrations of teaching techniques and skills will be afforded to students. Prerequisite: REC 101, REC 111.			
REC 124—Team Sports and Games in Recreation	2	3	3
This activity course is devised to develop the students' knowledge and ability in team sports and games. The rules and regulations, field dimensions, equipment, and safety factors will be studied. Activities for groups of different ages and abilities will be presented. The basic techniques of sports officiating will be discussed as each sport is covered. Prerequisite: None.			
REC 125—Audio-Visual Aids	0	4	2
This course is designed to develop skill in the use, operation, and maintenance of audio-visual equipment. These aids contribute to a recreation program, and it is important for the recreator to become familiar with the program source. Prerequisite: REC 102.			
REC 131—Practicum and Internship Orientation	1	5	3
This course is designed to prepare students for practical work in specific settings with various treatment team disciplines deemed appropriate for training in recreation therapy. The course will include in-depth discussion of and visits to various facilities which work with special populations in an effort to acquaint the student with the types of opportunities that are available for practicum and internship placements. Prerequisite: Successful completion of two quarters in the Recreation Therapy curriculum.			
REC 132—Internship I (Summer)	3	17	9
Student field assignments in municipal and institutional recreation settings will begin in the fourth quarter of the Recreation Therapy curriculum. The placement will be done strictly locally in its initial stage. The field placement is designed to give the student the practical experience of a full-time recreation professional. The student will spend three hours each week in a problem-solving class and seventeen hours each week working in his assigned field placement. Evaluation reports of the internship will be submitted by the student and by the agency for which he is working. Prerequisite: Successful completion of three quarters in the Recreation Therapy curriculum or permission of the instructor.			
REC 201—Contemporary Recreation in America	2	0	2
This course is designed to allow the student an opportunity to read a variety of books and articles that have had or are having an influence on recreation in America today. Current trends in recreation, including recent studies and legislation, will also be discussed. Throughout the course, the students will make a conscious effort to keep abreast of what is happening in recreation on the local, state, and national levels. Prerequisite: REC 101.			

REC 202—Residential and Day Camp Administration 3 0 3

This course is designed to develop an understanding of the operation of a camping program. Particular emphasis will be placed on camping for the ill and handicapped, and the architectural barriers which often exists. Operational concerns varying from the use of volunteers to the maintenance of grounds, will be covered in this course. Local, private and institutional camps will be visited as part of this course. Prerequisite: REC 101, REC 111.

REC 204—Administration, Leadership and Supervisory Practices in Recreation 4 0 4

This course is designed to develop a knowledge of effective supervisory skills, styles and types of leadership, and basic principles and concepts of recreation administration. Leadership will focus on role playing, interviewing, recruiting and training volunteers and group control. Emphasis will be placed on the administrative concept of personnel management, public relations, budgeting, and finance. Supervision will be concerned with work methods, orientation, job instruction, discipline, and public relations. Students will have the opportunity to observe community leaders and to evaluate their effectiveness in regards to administration, supervision, and leadership in Recreation. Prerequisite: REC 101, REC 102.

REC 207—Recreation Areas and Facilities 0 2 1

This course explores the different types of indoor and outdoor recreational facilities and their use. The principles in planning, the dimensions and standards, maintenance, the operation of areas and facilities, such as parks, playgrounds, ball fields, centers, tennis courts, swimming pools, and others will be studied. Prerequisite: REC 101.

REC 211—Introduction to Gerontology 3 0 3

This course is designed to cover the physiological, psychological, and social problems of aging. Special emphasis is given to planning and conducting recreation programs for the aging. Opportunities for conducting recreation programs for the aging will utilize the local community. Prerequisite: REC 101, REC 111, REC 116.

REC 212—Principles of Health in Modern Society 3 0 3

A study of the physical, mental, and social health problems involved in today's world. The source will present information concerning personal, family, and community health for the student and groups with whom he may be working professionally. Preventive and treatment measures of various illnesses and emotional problems will also be covered. Prerequisite: REC 112.

REC 221—Individual Sports and Games 2 3 3

This activity course is designed to develop the student's ability and understanding of individual sports and games. The student will be given class instruction on the proper rules, techniques, and equipment with emphasis on adapting the activity to the abilities of the handicapped. The basic techniques of sports officiating will be discussed as each sport is covered. Prerequisite: REC 114.

REC 222—Recreational Drama 2 4 4

This activity course explores the use of drama in a recreational setting as well as the development of effective oral communication. Particular attention is placed upon the type of drama activities which can be used effectively with handicapped children, adolescents, and adults. Creative as well as classical drama will be studied. In order to develop skill in drama, student participation will be encouraged. Theatre crafts will also be included. Prerequisite: REC 101, REC 102.

REC 223—Social, Square, and Folk Dance	1	4	3
This skill course is designed to develop talents in the area of recreational dance. Activity sessions will stress the different types of dances, the skills involved, and the techniques used in teaching dancing to different age groups. Appropriate dances with adaptations for the different handicapped groups will also be stressed. Adequate class time will be used for student participation and practice. Prerequisite: REC 123.			
REC 224—Nature and Outdoor Recreation	2	2	3
The purpose of this course is to acquaint the student with recreation and its relationship to our natural surroundings. Attention will be focused on conservation, wildlife, nature, and outdoor recreation program for the handicapped will also be stressed. Local points of interest will be visited. Prerequisite: REC 101, REC 102.			
REC 231—Practicum I	0	6	2
This course is designed to give the student some opportunity to work as a recreation professional in a variety of settings to enable him to choose more surely the type of setting in which he would like to do his final internship. This course is closely related to REC 119. Prerequisite: The successful completion of one year of Recreation Therapy.			
REC 232—Practicum II	0	6	2
This course will be a continuation of REC 231 with emphasis on local placement. However, students will be rotated in different recreational environments. Prerequisite: REC 231.			
REC 233—Practicum III	0	6	2
This course is a continuation of REC 232 but once again the students will shift recreation environments in order to be exposed to a number of different types of recreation. Prerequisite: REC 232.			
REC 234—Internship II (Summer)	0	40	13
The eighth quarter of the Recreation Therapy curriculum will be totally consumed with practical work experience in the student's chosen area of interest. Forty hours of field work per week will be devoted to on-the-job training under the direction of a full-time recreation professional. Prerequisite: REC 233.			

RESPIRATORY THERAPY

	Theory	Lab	Quarter Hours Credit
RTH 101—Theory and Procedures	4	0	4
An introduction course covers ethics, professionalism, professional organizations, and history of Respiratory Therapy. Also, physical properties, piping, storage, safety standards, flow and pressure regulation of medical gases will be covered. Basic anatomy and physiology of the respiratory system including oxygen transport by the blood will also be covered. Prerequisite: None.			
RTH 102—Respiratory Therapy I	4	2	5
Properties and production of therapeutic vapors and aerosols, physical examination of the chest, clinical signs and symptoms indicating or contraindicating oxygen and/or aerosol therapy, techniques and procedures applied to the administration of oxygen and aerosol therapy will be covered. Laboratory sessions involve the complete examination and demonstration of equipment utilized in the application of the therapeutic procedures and techniques covered. Prerequisite: RTH 101.			

RTH 103—Respiratory Therapy II	2	2	3
An introduction to the indications, contraindications, physiology mechanics of mechanical ventilation and airway maintenance as related to IPPB. Laboratory sessions will require students to disassemble and reassemble various positive pressure breathing devices and assessories to assure student exposure to mechanical functions of each device. In addition, cardiopulmonary resuscitation will be studied as to theory, procedure, and technique. Prerequisite: RTH 102.			
RTH 111—Clinical Education	0	16	5
Course provides orientation to hospitals, observation of storage, piping and safety standards related to medical gases. Lectures by members of various departments of the hospitals describing their role in the health care team will be attended by the students. Under supervision, students will be required to select and apply appropriate oxygen-aerosol therapy based on the student-instructor evaluation of individual patients. Evaluation will involve physical examination of the chest and observation of clinical signs and symptoms as related to specific types of therapy required. Prerequisite: RTH 101.			
RTH 112—Clinical Education	0	18	6
Under supervision, students will administer positive pressure breathing treatments and practice airway maintenance. Students will demonstrate proficiency in the review and interpretation of patient history and physician orders, educating the patient, making necessary clinical observations, evaluating effectiveness of therapy, and properly recording therapy administered. Prerequisite: RTH 102.			
RTH 113—Clinical Education	0	40	13
This course gives the student the opportunity to practice all areas of instruction for the preceding three quarters. Prerequisite: Fourth quarter student.			
RTH 201—Respiratory Therapy III	4	2	5
An introduction to ventilators and monitoring devices, procedures and techniques, indications and contraindications as specifically related to prolonged, assisted, and controlled mechanical ventilators. Laboratory sessions require students to disassemble and reassemble ventilators and monitoring devices to assure student exposure to specific classifications, functions, and problems unique to each device. Prerequisite: RTH 103.			
RTH 202—Library Research I	2	0	2
This course is designed to introduce the student to the medical library and to begin to give the student experience in reference searching. The student will be expected, after researching the references provided, to prepare a paper with bibliography, to present the paper, and to answer any questions from the class. Prerequisite: ENG 101.			
RTH 203—Pulmonary Cardiovascular Pathophysiology and Pulmonary Mechanics	4	0	4
This course will cover the pathophysiology of disease entities that primarily involve the pulmonary system and all of the cardiovascular system. The etiology, pathophysiology, abnormal pulmonary mechanics, and a brief description of the treatment of each disease process will be covered. Prerequisite: BIO 108, RTH 139.			
RTH 204—Respiratory Therapy IV	4	2	5
Designed to cover respiratory care as specifically related to medicine, pediatrics, general and thoracic surgery. Bronchopulmonary drainage, cardiopulmonary rehabilitation, blood gas and pulmonary function instrumentation will also be covered. Prerequisite: RTH 201.			
RTH 205—Library Research II	2	0	2
This course is designed to introduce the student to the medical library and to begin to give the student experience in reference searching. The student will be expected, after			

researching the references provided, to prepare a paper with bibliography, to present the paper, and to answer any questions from the class. Prerequisite: RTH 202.

RTH 206—Pulmonary Function

3 0 3

The course will cover normal and abnormal pulmonary functions as well as acid-base physiology in health and disease processes. The student will learn how to perform pulmonary function studies, blood gas analysis, and expired and inspired gas analysis. He will learn the function and maintenance of pulmonary function and blood gas analysis equipment. Prerequisite: RTH 203.

RTH 207—Intensive Respiratory Care

3 0 3

An in-depth lecture series involving controlled ventilation of respiratory distress victims using both positive pressure and volume ventilators will be covered. Emphasis will be placed on flow sheets and monitoring techniques provided on a moment-to-moment and hourly basis. An introduction to arterial blood tap techniques will be provided. Knowledge of edotracheal and tracheotomy airway care for these patients will be stressed. Prerequisite: RTH 203.

RTH 208—Respiratory Therapy V

2 2 3

A preview of all modalities of therapy previously covered with emphasis on progressive phases of cardiorespiratory disease processes and appropriate therapy for each phase. Student will demonstrate understanding of the inter-relationship of diseases and their treatment as related to specialty areas. Prerequisite: RTH 204.

RTH 209—Library Research III

2 0 2

Continuation of RTH 205.

RTH 210—Emergency Medicine and Resuscitation

2 2 3

American Red Cross standard and advanced first aid courses and cardiopulmonary resuscitation will be taught by class and lab methods. The role of the respiratory therapist in the emergency room, in community ambulance programs, and in disaster control will also be presented. Prerequisite: None.

RTH 212—Seminar

3 0 3

Students will research and present to their classmates and instructor topics selected by the instructor. These topics will include new concepts and equipment used in the practice of respiratory therapy and concurrently review concepts and equipment. Prerequisite: Permission of program coordinator.

RTH 215—Clinical Education

0 22 7

(Continued clinical application of prolonged mechanical ventilation). Student will demonstrate proficiency, with minimal supervision, in the selection and application of ventilators, interpretation and evaluation of blood gas values, and weaning procedures and techniques. Also, under supervision, students will be subject to performing cardiorespiratory resuscitation. Prerequisite: RTH 201.

RTH 216—Clinical Education

0 22 7

Clinical rotations in specialty areas to include surgical, medical, and pediatric intensive care units will be scheduled. Arterial punctures, pulmonary function testing, cardiorespiratory rehabilitation, and cardiorespiratory resuscitation will be practiced. Prerequisite: RTH 215.

RTH 217—Clinical Education

0 24 8

Under supervision, students are introduced to the clinical application of mechanical ventilators and involves student-instructor evaluation of patients, election and application of ventilators, physiological monitoring, making necessary clinical observations, and comparing patient status with laboratory reports. Prerequisite: RTH 208.

RTH 218—Clinical Education

0 37 12

During this course the student will function essentially as a student therapist while

rotating through all clinical affiliates and will perform under the supervision of the clinical instructors who will continuously evaluate their progress. This course will provide a transitional period between academic and actual working conditions. Prerequisite: Successful completion of all RTH courses or permission of the program coordinator.

RTH 220—Department Administration and Personnel Supervision 3 0 3

Course introduces students to management, personnel supervision, and an introduction to hospital administration. Prerequisite: Permission of program coordinator.

SAFETY

	Theory	Lab	Quarter Hours Credit
SAF 1101—Shop Safety	1	0	1
A review of the development of industrial safety; fire prevention and protection; shop safety of handling hazardous gases and equipment; employer and employee responsibility; basic factors causing injuries by accidents; emphasis on reporting minor injuries, shop rules and regulations of personal protective equipment used in welding. Emphasis on shop and home safety 24 hours a day. Prerequisite: None.			
SAF 1102—Shop Safety	1	0	1
This course will cover the safety practices as related to the maintenance, repair, adjustment diagnosis, and operation of all automotive vehicles. Prerequisite: None.			
SAF 1103—Shop Safety	1	0	1
This course will cover the shop safety as related to Electrical Installation. Prerequisite: None.			
SAF 1104—Shop Safety	1	0	1
This course will cover the safety practices as related to all aspects of light construction, and the practical application of these practices. Prerequisite: None.			
SAF 1105—Shop Safety	1	0	1
This course will cover the safety practices as related to the maintenance, repair, adjustment, diagnosis, and operation of all diesel engines. Prerequisite: None.			
SAF 1106—Safety Practices	1	0	1
A review of welding standards as specified by the North Carolina Department of Labor. Prerequisite: None.			
SAF 1107—Shop Safety	1	0	1
This course will cover the shop safety as related to Auto Body Repair. Prerequisite: None.			
SAF 1108—Shop Safety	1	0	1
This course will cover the shop safety as related to Plumbing and Pipefitting. Prerequisite: None.			

SOCIOLOGY

	Theory	Lab	Quarter Hours Credit
SOC 100—Principles of Sociology	3	0	3
An introduction to sociology with emphasis on society and its institutions. Prerequisite: ADN student.			

SOC 155—Courtship and Marriage	3	0	3
Designed to introduce the student to critical thinking and empirical knowledge relative to both affective, moral, and physical considerations. Prerequisite: ADN student.			

SOC 110—Juvenile Delinquency	5	0	5
General survey of juvenile delinquency as an individual and social problem, theories of delinquency, causation, and methods of correction and prevention. The course will present a general overview of the juvenile court. Prerequisite: None.			

SOC 202—Sociology	3	0	3
This course, through the use of a reader and current periodicals, studies the nature, extent, causes, and consequences of social problems in contemporary society with emphasis given to problems of work, delinquency and crime, mental illness, race relations, poverty, population, and war. Prerequisite: None.			

SPEECH

			Quarter Hours Credit
	Theory	Lab	
SPE 110—Fundamentals of Speech	3	0	3
Preparation and delivery of speeches. Formal and informal speech problems are emphasized. Prerequisite: ADN student.			

			Quarter Hours Credit
	Theory	Lab	

UPHOLSTERY

UPH 1101—Upholstery Materials and Methods	1	3	2
This course will acquaint students with the various types and styles of upholstered furniture, the kinds of fabrics, springs, and fillings used, and the tools employed in the craft. Instruction is provided in use of equipment and in techniques of preparing frames and fabric and of applying fabric to frame. Prerequisite: None.			

UPH 1102—Frame and Fabric Preparation	1	12	5
This course provides further instruction in methods and techniques of preparing frames and fabrics and practical experience in the following areas: installation or repair of springs; application of webbing and burlap; placement of filling material; laying out, cutting and sewing or notching of fabric, including stripes and patterns. Prerequisite: None.			

UPH 1103—Fabric Application and Finishing Techniques	1	12	5
This course provides further instruction in methods and techniques of fabric application and finishing of the upholstered piece. Practical experience is provided in the following areas; application of cover fabric on tight and loose cushion seats, simple and round arms, flat, overstuffed and Lawson backs, front rail borders, and outside arms and backs; hand tufting and piping; and application of skirts and trims. Prerequisite: UPH 1101, UPH 1102.			

WELDING

			Quarter Hours Credit
	Theory	Lab	
WLD 1101—Basic Gas Welding	1	3	2
Welding demonstrations by the instructor and practice by students in the welding shop. Safe and correct methods of assembling and operating the welding equipment. Practice			

will be given for surface welding, bronze welding, silver soldering, and flame-cutting methods applicable to mechanical repair work. Prerequisite: None.

WLD 1105—Auto Body Welding 1 4 2

Welding practices on material applicable to the installation of body panels and repairs to doors, fenders, hoods, and deck lids. Student runs beads, does butt and fillet welding. Performs tests to detect strength and weaknesses of welded joints. Safety procedures are emphasized throughout the course. Prerequisite: WLD 1101.

WLD 1112—Mechanical Testing and Inspection 1 3 2

The standard methods of mechanical testing of welds. The student is introduced to the various types of tests and testing procedures and performs the details of the test which will give adequate information as to the quality of the welds. Types of tests to be covered are: bend, destructive, free-bend, guide-bend, nick-tear, notched-bend, tee-bend, nondestructive, V-notch Charpy impact, etc. Prerequisite: WLD 1121, WLD 1124B.

WLD 1120—Oxyacetylene 4 15 9

Introduction to the history of oxyacetylene welding, the principles of welding and cutting, nomenclature of the equipment, assembly of the units. Welding procedures such as practice of puddling and carrying the puddle, running flat beads, butt welding in the flat, vertical and overhead position, brazing, hard and soft soldering. Safety procedures are stressed throughout the program of instruction in the use of tools and equipment. Students perform mechanical testing and inspection to determine quality of the welds. Prerequisite: None.

WLD 1121—Arc Welding 4 9 7

The operation of A.C. transformers and D.C. motor generators arc welding sets. Studies are made of welding heats, polarities, and electrodes for use in joining various metal alloys by the arc welding process. After the student is capable of running beads, butt and fillet welds in all positions, they are made and tested in order that the student may detect his weaknesses in welding. Safety procedures are emphasized throughout the course. Prerequisite: WLD 1120. ENG 1101.

WLD 1122—Commercial and Industrial Practices 4 6 6

Designed to build skills through practices in simulated industrial processes and techniques. Emphasis is placed on maintenance, repairing worn or broken parts by special welding applications, field welding and nondestructive tests and inspection. Prerequisite: WLD 1120.

WLD 1123—Inert, Gas, Mig, and Tig 3 3 4

Introduction and practical operations in the use of inert-gas-shield arc welding. A study will be made of the equipment, operation, safety and practice in various positions. A thorough study of such topics as: principles of operation, shielding gases, filler rods, process variations, and applications, manual and automatic welding. Prerequisite: WLD 1121.

WLD 1124A—Pipe Welding 6 9 9

Designed to provide practices in the welding of pressure piping in the horizontal, vertical, and horizontal fixed position using shielded metal arc welding process according to Section IX of the ASME code. Prerequisite: WLD 1121.

WLD 1124B—Pipe Welding 3 6 5

Designed to provide practice in the welding of pressure piping in the horizontal, vertical, and horizontal fixed positions and using shielded metal arc welding process according to Section VIII and IX of the ASME code. Prerequisite: WLD 1124A.

WLD 1125—Certification Practices**3 5 5**

This course involves practice in welding the various materials to meet certification standards. The student uses various tests including the guided bend and the tensile strength tests to check the quality of his work. Emphasis is placed on attaining skill in producing quality welds. Prerequisites: WLD 1120, WLD 1121, WLD 1123, WLD 1124A, WLD 1124B.

ADMINISTRATION AND STAFF



Marvin Gardner . . . Area Coordinator, New and Expanding Industry
M. L. Snipes Area Fisheries Coordinator
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